

Fox Valley Metro Police Department

Records Custodian:

Daniel M. Meister – Chief of Police



“An authority may impose a fee upon the requester of a copy of a record which may not exceed the actual, necessary and direct cost of reproduction and transcription of the record, unless a fee is otherwise specifically established or authorized to be established by law.” Wis. Stat. § 19.35(3)(a).

Public Records Request Fee Schedule

An authority may require prepayment of any fee imposed if the total amount exceeds \$5.

Hard Copies	<p>Includes any paper records provided by:</p> <ul style="list-style-type: none">• Copying a paper record• Printing an electronic record <p><i>In rare instances, specialized skills, equipment, or technology, may result in additional copy costs.</i></p>	<p>\$0.25 per page (black and white) \$0.50 per page (color) \$1.00 per page (photo paper)</p> <p>Fee calculation: copy and paper cost</p>
Accident Reports	<p>Includes any MV4000 or MV4000e report, not to include any additional incident or supplemental reports in either physical or digital format.</p>	Flat fee of \$1.50 (each)
	<p>Includes any electronic records provided by:</p> <ul style="list-style-type: none">• Email• PDF• DVD• Flash drive• Other electronic format	
	<p>Paper to Digital</p> <p>Includes scanning physical documents and saving them into a digital format for electronic distribution.</p>	<p>Fee waived</p> <p><i>In rare instances, specialized skills, equipment, or technology, may result in copy costs.</i></p>
Electronic Copies	<p>Digital to Physical</p> <p>Includes copying records already in digital format onto physical medium for distribution.</p> <p><i>Fee calculation: Cost of physical medium used</i></p>	<p>Cost of physical medium:</p> <p>DVD or CD (each): \$2.50 (Each disc) Flash drive (each): \$8.00 (4GB - 16GB) \$12.00 (32 GB) \$24.00 (64GB - 128GB) \$70.00 (1 TB - 2 TB)</p>
	<p>Digital to Digital</p> <p>Includes copying records from one digital format to another for distribution (e.g., email).</p>	<p>Fee waived</p> <p><i>In rare instances, specialized skills, equipment, or technology, may result in copy costs.</i></p>
Location Fees	<p>May only be imposed if the cost of location alone is \$50 or more. Includes searching for and identifying responsive records but does not include redaction.</p>	<p>\$26.70 per hour staff time (lowest possible hourly rate)</p> <p><i>In rare instances, an employee with special skills may be necessary to conduct a search and a higher hourly rate may be assessed.</i></p>
Shipping	<p>Flat fees for shipping of any physical reports, documents, or physical formats unable to ship in a standard 1st class size 10 envelope.</p>	<p>Medium envelope: \$3.95 Medium mailer: \$5.95 Large mailer: \$8.95</p>