

## **City of Winona Data Charges For Public Access to Public Data**

This policy governs charges associated with providing information to the public, and applies only to requests for copies of public data. In accordance with the Minnesota Government Data Practices Act, the City is not permitted to charge a fee for inspection of public data, where no copies are requested. The policy is based upon the interest of the public in receiving timely and appropriate access to public data, the cost to the City of providing copies of public data and the cost of financial transactions to the City.

In determining the fees to be charged for each data request, the City will be guided by the following principle:

All reasonable effort must be made to determine the actual costs of searching for, retrieving, copying and, where applicable, certifying the data. The City should not charge any fee that is more than the demonstrated cost of allowable expenses.

### **These costs may be charged to the requester as long as the costs are reasonable:**

1. Staff time required to:
  - Retrieve documents (The requirement that data be kept in a manner that makes them easily accessible for convenient use may limit the entity in charging for search and retrieval time)
  - Sort and label documents, if necessary to identify the data to be copied
  - Remove staples, paper clips
  - Take documents to copier for copying
  - Copy documents
2. Materials (paper, copier ink, staples, diskettes, mag tapes, video or audiocassettes, etc.)
3. Special costs associated with making copies from computerized data, such as writing or modifying a computer program to format data.
4. Mailing costs
5. Vehicle costs directly involved in transporting data to the appropriate facility when necessary to provide copies (for example, when the government entity is unable to provide copying services for photographs, oversize documents, videos, etc.)

### **These costs may not be charged to the requester:**

1. Staff time required to:
  - Separate public from not public data
  - Open a data request that was mailed
  - Sort, label or review data, if not necessary to identify the data to be copied
  - Return documents to storage
  - Provide information about the data to the requester (i.e., explain content and meaning of data)
2. Purchase and maintenance of copier
3. Administrative costs that are not related to copying
4. Records storage
5. Normal operating expenses of computer

### **Additional Considerations:**

When the subject of the data makes a request for access to data, the data subject may not be charged for the cost of searching for and retrieving the data. A data subject can only be charged for the actual cost of copying, certifying and mailing the data.

## **Rates**

## Copies

### For 100 or fewer pages:

For letter or legal size: No charge for 10 pages or less

Over 10 pages – **20 cents per page** including the first 10 pages

Double sided copies are 20 cents per side

Color copies, letter/legal: No charge for 10 pages or less

Over 10 pages – **25 cents per page** including the first 10 pages

Special sized copies will be charged to the requester at the rate of the City's cost.

In all other circumstances, in addition to the above costs, actual costs for searching for and retrieving the data, including the cost of employee time, and for making, certifying, compiling and electronically transmitting copies shall be charged as follows:

### **Employee Time**

Requests for more than 100 pages of data shall be charged for the time to search for and retrieve documents at a rate of **\$17.40 per hour**, charged in increments of ¼ hour.

In special circumstances, where business necessity of the department requires that a higher-grade employee fill the request for data, that employee's actual hourly rate will be charged.

The charge for manipulated data will be charged at a rate of \$20.00 per hour, charged in increments of ¼ hour.

**Certifications = \$5.00:** The current fee for certifying copies is \$5.00 each in addition to the copying or other associated charges, if any.

**Mailing = actual costs:** The mailing fee will reflect the actual cost of mailing, including postage, envelopes and labels. There is no fee for e-mail transmittal of data, except that the hourly employee time will be charged when searching for and retrieving data that takes more than 1/2 hour.

**Computer disks = \$10.00:** The fee for disks is \$10.00 per diskette of data.

**Audiotapes = \$15.00:** The fee for an audiocassette is \$15.00 per dubbed tape.

**Videotapes = \$20.00:** The fee for a videotape is \$20.00 per dubbed tape.