

~~407'GGGU~~(1) Copies. Any person shall have not only the right to inspect the records of the Town but also the right to receive a reproduction of such records. In the event that a person files a written request for reproduction of any of the records of the Town that person shall be ~~lph~~to gf" of the costs of locating and reproducing such records. Fees shall be charged relative to the costs of locating and producing any records of the city.

(2) Cost of Locating Documents. (a) Most of the Town of Osborn's records are readily available or can be located in a relatively short period of time. There will be no fee imposed upon any person who requests a record if the cost of locating that record does not exceed \$5.00.

(b) Some of the records of the Town are in off-site storage, archived, not on-line on the city's computer, or otherwise not immediately available. In those cases where a record is not readily available for whatever reason and where it appears that the cost of locating a record will exceed \$10.00, the official legal custodian will seek the prior written approval of the requestor before proceeding. In addition, the custodian will endeavor, but will not be required, to provide an estimate of the total anticipated cost for locating the record.

(c) The legal custodian will determine the cost of locating the record by using the hourly rate of \$10.00 per hour for employees involved in attempting to locate the record.

(3) Reproduction Expenses. (a) Cost of making photographic copies of records where equipment is available shall be as follows:

1. One Dollar/first page and \$.25/page for each additional page.

2. The actual cost to the Town of the tapes or other medium used for reproduction shall also be paid by the person making the request.

3. Cost of reproduction of records where equipment is not available within the Town shall be as follows:

a. If equipment necessary for any reproduction is not available within the Town, the Town will rent whatever equipment is necessary to perform the function and will bill the requestor for such rental fee. The cost charge will be the actual cost paid by the Town to the third party vendor.

b. Items in such a situation would include, but would not be limited to audio or video tape reproduction equipment, microfilm or fiche or ultrafiche reproduction equipment, assorted computer hardware and software.

c. The actual cost to the Town of the tape or other medium used for reproduction shall also be paid by the person making the request.

(3) Disputes. The official legal custodian of the records of the Town shall report any disputes which arise under this fee schedule to the Town Council and shall recommend to the Town Council such modifications and revisions as he deems necessary.

(4) Payment of Fees. (a) The official legal custodian of the records of the Town of Osborn may require the payment of costs provided herein in advance.

(b) The official legal custodian of the records of the Town of Osborn may, in his/her sole discretion, elect to waive the imposition of the cost provided for herein.