

Fee Schedule for Reproduced Public Records

K.S.A. 45-219(5). "Fees for access to or copies of public records of a public agency within the executive branch of the state government shall be established by the agency head. Any person requesting records may appeal the reasonableness of the fees charged for providing access to or furnishing copies of such records to the secretary of administration whose decision shall be final. A fee for copies of public records which is equal to or less than \$.25 per page shall be deemed a reasonable fee."

The approved rates for supplying documents under the Kansas Open Records Act are:

<u>ITEM</u>	<u>COST</u>
Xerox Copy - all sizes up to 11" x 17"	\$ 0.25 per page
Xerox Copy - color (8 ½" x 11")	0.59 per copy
Xerox Copy – full-size plan sheet	0.38 per page
Mylar Copy (plan sheets)	12.00 per sheet
Microfilm Copy (8 ½ " x 11")	0.43 per copy
Microfilm Copy (18" x 22")	1.74 per copy
CD-ROM	1.00 per CD
Faxed Copies, transmission fee	See Shipment/Delivery, below.
Computer Time	100.00 per hour
(includes staff time, associated computer connect and processing time, providing copies of records available in electronic format or for production of special computer-generate reports.)	

Any items not listed above shall be billed to the requestor for the actual cost incurred. Fees shall include the actual cost for labor, materials, and equipment. Unless noted otherwise, the above fees do not include the staff time required to respond to requests. Staff time will be charged at the rate of pay for each person(s) whose time is used in order to assist and/or respond to a specific request. This may include the time spent to redact information from closed files.

Shipment/Delivery

KDOT has the sole discretion as to what documents can be transmitted through the e-mail system. If KDOT does not forward the documents through the e-mail system, the documents may be forwarded by an alternate means of transmittal such as CD-ROM. Records may be faxed if the request is fewer than 15 pages and fax time and facilities are readily available. The transmission fee is \$0.65 per 10 page fax domestic fax. The actual current postal rates will be charged on records shipped via the USPS. If express delivery is requested, the requester shall pay all associated costs for such delivery. The record custodian has the sole discretion as to whether to honor requests for express delivery.