

## **Fee schedule for Public Record Requests**

Pursuant to NCGS 132-6.2, the Communications and Public Relations office is adopting the following fee structure for public records requests. Buncombe County Communications and Public Relations shall not charge any fee that exceeds the actual cost to the County in producing the record. "Actual cost" is limited to direct and chargeable costs related to the production of the public record and does not include costs that would have been incurred by the County if the request had not been made.

### **Fee Schedule**

Communications and Public Relations shall deliver the records at no charge by email in Adobe PDF format, unless otherwise requested. A reasonable fee may be charged for drive/hard copies, postage, labor (for extraordinary large orders), and certified copies. Fees should be paid prior to delivery.

Adobe PDF	No charge
Flash Drive	\$3.95 (drive will be provided by this office)
Hard Copies	BXW/Color .10/page
Certified Copies	\$5 for first page/\$2 per each additional page
Postage	Postage will be charged at rates set by the United States Postal Service

The public may inspect records at the Administration office, without asking for copies, by appointment only, during regular business hours.

### **Fees for Extensive Personnel Time and Use of Technology**

Communications and Public Relations reserves the right (under NCGS 132-6.2b) to charge a service fee based on the actual cost incurred for extensive use of information technology resources or labor costs of personnel providing the services.

If the request is such as to require extensive use of information technology resources, or if producing the records in a medium requested, results in an excessive use of information technology resources, then the office may charge, in addition to any applicable copying fee, a special charge. The special charge will be reasonable and no greater than actual costs incurred. Extensive use of information technology resources is determined on a case-by-case basis. The PIO will provide an estimate of the costs for an extraordinary request prior to making the records available for inspection or release, in order to allow the requestor the option of either agreeing to pay the charge or revising the request to narrow its nature or scope. Multiple requests regarding a particular issue within a short period of time from the same individual or organization will be considered a single request for purposes of determining whether to charge under this section.

The actual cost of redacting legally privileged and/or confidential information may not be included in calculating this special charge. However, to the extent practicable, all employees involved in fulfilling a public records request shall maintain a reasonable approximation of the time spent on that task to the nearest half hour.

Any waiver of fees will be considered on a case-by-case basis.