



**City of Auburn, Kentucky
Open Records
Fee Schedule**

These charges may or may not apply to other City of Auburn departmental responses for records or other copies provided in the normal course of business unrelated to an open records request. In special cases where items are not listed and the City incurs actual costs related to making copies, that cost will be estimated and passed along to the requestor.

No charge may be levied for staff time related to making Open Record copies unless for a Commercial Use Request **OR Attorney Requested Police Body Camera footage.**

Copy Charge Schedule

Non-commercial request:

Black & White		Photographs	
Paper copy 8.5 x 11	\$0.10/per page	B & W (up to 8 x 10)	\$0.10/each
Paper copy 8.5 x 14	\$0.15/per page	Color (up to 8 x 10)	\$0.25/each
Paper copy 11 x 17	\$0.25/per page		
Color		CD/disk/Audio tape	\$2.00 each
Paper copy 8.5 x 11	\$0.25/per page	Flash Drive 16 GB	\$8.00 each
Paper copy 8.5 x 14	\$0.30/per page	Flash Drive 32 GB	\$12.00 each
Paper copy 11 x 17	\$0.35/per page	Larger Flash Drives will be charged at the rate at time of purchase	

Commercial use request (including Attorney Request for Body Camera footage):

Paper Copy Charges Above **PLUS** \$15 per hour (Staff time to be billed in quarter hour increments)

Postage & Mailing Charge Schedule

When practical to obtain actual cost of mailing, that charge will be assessed. If a proxy for an actual charge is needed to expedite processing and allow advance payment, the following may be charged:

No charge for postage less than \$1.00. (Standard business envelope)

Large envelope (no more than 12 x 15) (USPS Rates)

Weight Not Over:	1 ounce	\$1.00 (approximately 2 pages)
	2 ounces	\$1.21 (approximately 3 to 8 pages)
	3 ounces	\$1.42 (approximately 9 to 14 pages)
	4 ounces	\$1.63 (approximately 15 to 20 pages)
	5 ounces	\$1.84 (approximately 21 to 26pages)
	6 ounces	\$2.05 (approximately 27 to 32 pages)
	7 ounces	\$2.26 (approximately 33 to 38 pages)
	8 ounces	\$2.26 (approximately 39 to 44 pages)
	9 ounces	\$2.68 (approximately 45 to 50 pages)
	10 ounces	\$2.89 (approximately 51 to 56 pages)
	11 ounces	\$3.10 (approximately 57 to 63 pages)
	12 ounces	\$3.31 (approximately 64 to 69 pages)
	13 ounces	\$3.52 (approximately 70 to 75 pages)
	Above 13 ounces is charged package rate by zone and will be determined at the time of the response	

Packages:	Weight not over 5 ounces	\$3.50
	Weight not over 9 ounces	\$3.75
	Weight not over 10 ounces	\$4.10
	Weight not over 11 ounces	\$4.45
	Weight not over 12 ounces	\$4.80
	Weight not over 13 ounces	\$5.50
	Above 13 ounces is charged package rate by zone and will be determined at the time of the response	