



PUBLIC RECORDS REQUESTS

Uniform Fee Schedule	
Item	Regular Fee
Copy, including records on preprinted computer records, up to 8 ½ x 14 inches	\$0.25 per one-sided page \$0.50 per two-sided copy
Copy, color, up to 8 ½ x 14 inches	\$1 per one-sided page \$2 per two-sided copy
Copy, larger than 8 ½ x 14 inches	Actual cost
Copy of existing electronic file	\$0.25 per one-sided paper copy \$0.50 per two-sided paper copy
Copy of disk, CD, flashdrive, videotape or audiotape (disk, CD, tape, flashdrive shall be provided by department only)	\$15 per disk, CD, flashdrive, or tape copied
Email of electronic file	\$5 per 10 MB
Computer generated report that requires data processing time (disk, CD, flashdrive shall be provided by department only)	\$45 per hour, plus \$15 per disk, CD, or flashdrive
Copies printed or produced by outside sources at the request of the department	Actual cost
Postage & Handling	Actual cost
Surcharge for every 100 pages copies	\$20
Viewing of records	No charge during regular office hours Scheduling may be required

Please direct all inquiries to the City Clerk:

Scot Byrd
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 (225) 647-2841