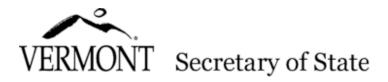
Agenda Item III.2



Vermont Secretary of State Jim Condos

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Uniform Fee Schedule

Under 1 V.S.A. 316(d) the secretary shall adopt, by rule, a uniform schedule of public record charges for state agencies. The current rule was adopted November 14, 2003 and became effective on December 1, 2003. The schedule also applies, under 1 V.S.A. 316(e), to political subdivisions whose legislative bodies have not adopted a uniform schedule. The schedule does not apply to public records governed by fees otherwise established by law.

Uniform Schedule of Public Records Charges for State Agencies (CVR 04-000-002)

Pursuant to <u>1 V.S.A. 316(d)</u> and Acts 1996, No. 159 section 1, the following fees are established as the actual cost of providing a copy of a public record:*

- 1. For staff time involved in physically duplicating a record, \$.33 per minute after the first 30 minutes. \$\frac{\$19.80/hr}{}
- 2. For senior-level staff time, and information technology specialists' time spent extracting data from databases, or performing similar tasks necessary to comply with a request to create a new public record, \$.57 per minute. \$34.20/hr
- 3. For any other staff time for which cost can be charged and collected under this section, \$.45 per minute.
- 4. For photocopies, \$.05 per single-sided page, \$.09 per double-sided page for pages up to 8.5 by 14 inches.
- 5. For color photocopies, \$1.00 per single-sided page.
- 6. For computer-generated paper copies, \$.02 per page for pages up to 8.5 by 14 inches.
- 7. For computer diskettes, \$.28 each for 3.5-inch diskettes.
- 8. For compact discs, \$.86 each for write-once CD w/case, \$2.31 each for re-writable CD w/case.
- 9. For audio tapes, \$.81 each.
- 10. For video tapes, \$1.69 each.
- 11. For DVDs, \$2.00 each for write-once DVD w/case, \$4.00 each for re-writable DVD w/case.

*Note: there are fees for copies of public records that are established by statute that may override the fees established by this schedule.

This page was last updated: 2018-08-03