



Mount Pleasant Police
 Department
 8811 Campus Dr. Mount
 Pleasant, WI 53406

“An authority may impose a fee upon the requester of a copy of a record which may not exceed the actual, necessary, and direct cost of reproduction and transcription of the record, unless a fee is otherwise specifically established or authorized to be established by law.” Wis. Stat. § 19.35(3)(a).

Public Records Request Fee Schedule

Hard Copies	Includes any paper records provided by:	\$0.25 per page (black and white)
	<ul style="list-style-type: none"> • Copying a paper record • Printing an electronic record 	Fee calculation: copy and paper cost <i>In rare instances, specialized skills, equipment, or technology, may result in additional copy costs.</i>
Electronic Copies	Includes any electronic records provided by:	
	<ul style="list-style-type: none"> • Email • PDF • DVD • Flash drive • Other electronic format 	
	Paper to Digital Includes scanning physical documents and saving them into a digital format for electronic distribution.	Fee waived <i>In rare instances, specialized skills, equipment, or technology, may result in copy costs.</i>
	Digital to Physical Includes copying records already in digital format onto physical medium for distribution.	Cost of physical medium: DVD (each): \$0.30 (4.7 GB) Flash drive (each): \$5.02 (8 GB) \$6.53 (16 GB) \$10.08 (32 GB) \$18.52 (64 GB) \$32.21 (128 GB) \$53.81 (500 GB) \$60.14 (1 TB) \$74.83 (2 TB) Fee calculation: Cost of physical medium Used (Includes postage if mailed)
Digital to Digital Includes copying records from one digital format to another for distribution (e.g., email).	Fee waived <i>In rare instances, specialized skills, equipment, or technology, may result in copy costs.</i>	
Location Fees	It will only be imposed if the cost of location alone is \$50 or more. Includes searching for and identifying responsive records but does not include redaction. <i>See the audio/video fee schedule below.</i>	\$28.29 per hour staff time (lowest possible hourly rate) <i>In rare instances, an employee with special skills may be necessary to conduct a search and a higher hourly rate may be assessed.</i>

***Audio/Video redaction fees**—The Mount Pleasant Police Department intends to charge \$28.29 per hour for the redaction of audio/video files unless the exception in Act 253 is met, which requires a signature. **ACT 253** If the requester is an individual, the requester provides written certification to the authority that the requester will not use the audio or video content for financial gain, not including an award of damages in a civil action. Any individual providing a false certification under this subd. 3. a. shall be subject to a forfeiture of \$10,000 for each violation.

An authority may require prepayment of any fee imposed if the total amount exceeds \$5.