



## RECORDS REQUEST FEE SCHEDULE

The City of Caldwell will respond to all requests as soon as possible, but no later than three (3) business days following the date the request is received by the records custodian. Please note if there is a fee associated with the request, the record(s) will not be printed or mailed until the fee is paid in full to the City Clerk.

**Fee Schedule**

*A charge for providing access to public records is authorized by state Law and has been established by the city governing body. These charges are set at a level to compensate the city for the actual costs incurred in honoring record requests.*

**Defense Attorney(s) and Insurance Companies:**

Per Report	\$20.00
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* Electronic Media and Set of Photos	\$30.00
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Each Additional Set of Photos	\$30.00
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**Non-defense attorneys, general public, etc.:**

** Research Fee	\$15.00 / per hour <i>(One (1) hour minimum)</i>
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*** B/W Copies	\$0.50 per page
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Color Copies	\$1.25 per page
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**Electronic Media and Photos**

Video / Audio	\$30.00
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* Set of Photos <i>(up to 12)</i>	\$30.00
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Each Additional Set of Photos	\$30.00
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**Record Delivery**

Postage charged at current USPS rate.

**Legal Review**

\*\*\*\* Review Fee \$35.00 / per hour (*One (1) hour minimum*)

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- \* *Set of Photos includes twelve (12) photos.*
- \*\* *Research fee is non-refundable.*
- \*\*\* *Fees are for reports of fifty (50) pages or less in length. An additional copy fee of \$1.00 per sheet will be applied after the first fifty (50) pages.*
- \*\*\*\* *Records that require legal review prior to dissemination are subject to this fee.*

**[FOR all Vehicle Accident Reports Please Contact CRASHDOCS.ORG](http://CRASHDOCS.ORG)**