

## COSTS:

- **COPY FEES:** Pursuant to Section 19.35(3) Wis. Stats., copy fees are limited to the “actual, necessary and direct cost” of reproduction unless a fee is otherwise specifically established or authorized to be established by law. If more than \$5 may be required to be paid in advance.
- **LOCATION COST:** Cost associated with locating records may be charged if they total \$50.00 or more and may be required to be paid in advance. Subsequent review and redaction of the record are separate processes, not included in location of the record, for which a requester may be charged. Only the actual, necessary and direct location costs are permitted.
- **REDACTION FEES:** For audio and/or video records, Section 19.35(3)(h) Wis. Stats. Provides that an authority that is a law enforcement agency may impose a fee upon a requester for the actual, necessary and direct cost of redacting recorded audio or video content to the extent redaction is necessary to comply with applicable constitutional, statutory or common law, with a few exceptions:
  1. The requester is an individual who provides a written certification that the audio or video content will not be used for financial gain and that such individual has not made more than 10 requests in a calendar year.
  2. The audio or video content relates to an individual directly involved in the event to which the requested records relate.
  3. The audio or video content, if the event to which the requested records relate, is a shooting involving an officer or a law enforcement agency.

Record Requests for Audio or Video records may require redaction which may result in additional fees – if you are an individual, will not be using the records for financial gain and have made less than 10 such requests in a calendar year or if the audio or video content of the record relates directly to you, such fees may not apply to you if you complete the following certification.

\_\_\_\_\_ I am making the request for Audio or Video content that relates directly to me.

I \_\_\_\_\_ (print name) hereby certify that I am an individual and not a business or organization, and that I will not be using the requested records for financial gain.

\_\_\_\_\_ (Signature) \_\_\_\_\_ (Dated)

(Note: Section 19.35 (3)(h)(3)(a) provides that “Any individual providing false certification under this subd. 3.a. shall be subject to a forfeiture of \$10,000 for each violation.”)

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OFFICIAL USE ONLY:

Estimate of cost of responding to Records Request including redaction fee: \$ \_\_\_\_\_

(Final Cost shall be adjusted based upon the “actual, necessary and direct cost” of reproduction, location and redaction.)