



Council Office – Public Records  
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## **PUBLIC RECORDS FEE SCHEDULE**

The City of Gahanna is dedicated to providing the highest quality customer service in accordance with Ohio's Public Records Act. Section 133.08, Copy Charges, of the Codified Ordinances of the City of Gahanna state:

### **133.08 COPY CHARGES.**

- (A) Charges for copies of public records shall be based on the actual costs of reproducing the records, excluding regular employee time.
- (B) In 2004, and every third year thereafter, the Records Commission shall collect data on costs and establish charges for the next three (3) calendar years. A certified copy of the approved fee schedule shall be on file in the office of the Clerk of Council.
- (C) When the cost is expected to exceed twenty-five dollars (\$25.00), the requester may be asked to pay a ten dollar (\$10.00) deposit in advance.
- (D) The approved charges shall be waived only at the discretion of the City Attorney.

(Ord. 0046-2004. Passed 4-5-04.)

### **THE PUBLIC RECORDS FEE SCHEDULE IS AS FOLLOWS:**

<b>PAPER RECORDS – SIZE</b>	<b>BLACK/WHITE COST</b>	<b>COLOR COST</b>
8.5" X 11", 8.5" X 14", 11" X 17"	\$0.05/page	\$0.10/page
24" X 24"	\$1.00/page	\$8/page
24" X 36"	\$1.25/page	\$11/page
36" X 36"	\$1.50/page	\$15/page
Please note: each side of the page is considered a new page in terms of this fee schedule.		
<b>RECORD MEDIA</b>	<b>COST</b>	
CD/DVD	\$1.00/each	
Digital Records (email, fax)	No cost	
Shipping/Mail	Actual cost of postage and mailing supplies	
Other/Misc.	Actual cost	
The City reserves the right to use an outside vendor and charge at cost accordingly.		

This Public Records Request Copy Fee Schedule for the City of Gahanna was approved by the City of Gahanna Records Commission on the 17 day of January, 2023, in accordance with the Ohio Public Records Act.

Records Commission Chair signature: 