

## **City of Springfield Public Records Fee Schedule**

The Regulations (950 CMR 32.06) provide that a records custodian may charge a pro-rated fee for search and segregation of records based on the hourly rate of the lowest paid employee capable of performing the task. Search time means the time used to locate a requested record, pull it from the files, copy it, and return it to the files. Segregation time means the time used to delete or redact exempt data from the requested public record.

### **Search and Segregation**

Search and segregation fees will vary by department and on the type of information sought. The City shall strive to utilize the lowest hourly rate possible for each department whenever possible. Most files, whenever possible, shall be segregated by the City Solicitor's Office at a rate of \$12.00 per hour.

### **Copies of Files**

Photocopies.....\$0.20 per page  
Computer printouts.....\$0.50 per page  
Other reproduction methods<sup>1</sup>.....Actual cost to reproduce records

### **Postage**

Postage will be charged in accordance with 950 CMR 32.06(3) with the actual cost to mail the requested documents. Any correspondence between the Public Records Custodian and the Requester that does not include the provision of requested documents shall not incur this cost.

---

<sup>1</sup> When ordinary reproduction is not possible, i.e. photographs or computer tapes/diskettes/CDs/DVDs