

Wisconsin Department of Corrections

Public Records Request Fee Schedule

“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).

	Included Service	Cost
Hard Copies	Copying a paper record or printing an electronic record	\$0.01 (black and white) and \$0.06 (color) per page (paper printed on both sides equals two pages)
Scanning Fee	Scanning paper records to electronic format	\$0.07 per page (paper printed on both sides equals two pages)
Location Fee	<p>If the cost is \$50 or more, the following will be imposed:</p> <ul style="list-style-type: none"> • Search for and identification of responsive records, • Does not include reviewing records for possible redaction of non-disclosable information. 	\$22.00 per hour if the cost is \$50 or more (Fee based on hourly rate of salary and benefits for the lowest paid staff capable of performing the task.)
CD / DVD		\$0.13
Flash Drive		\$5.02 (8 GB) \$6.53 (16 GB)
Mailing / Shipping Fee		Actual and direct cost
State Records Center Records Retrieval Fee		\$4.27 per box (Fee based on State Record Center rates, which are subject to change.)

Updated 9/17/2021