

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	Fee waived. In rare instances, specialized skills, equipment, or technology may result in copy costs.
Location Fee	If the cost is \$50 or more, the following will be imposed: <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 qualified to perform the task.) In rare instances, an employee with special skills may be necessary to conduct a search, and a higher hourly rate may be assessed.
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: December 2021