



MEMORANDUM

DATE: October 30, 2013
TO: Administration Committee
FROM: *PA*
Pamela A. Captain, City Attorney
SUBJECT: City of Menasha Public Records Notice and Policy

According to the current City of Menasha Public Records Notice and Policy, paragraph 4, the costs charged to a requester of a public record is:

- a. \$2.00 for first page
- b. \$.25 each additional page
- c. actual cost for copies other than 8 ½ x 11 or 8 ½ x 14
- d. actual cost for electronic data
- e. actual cost for video or audio materials

Wisconsin law allows the City to impose a fee upon a requester of a public record however, the cost charged to the requester "may not exceed the actual, necessary and direct cost of reproduction and transcription of the record, ...unless otherwise established by law." See §19.35(3)(a), Wis. Stats.

It is advised that the City's fee for copies be amended. IT Supervisor, Patrick James, informs that the actual copy cost is approximately \$ 0.25 per page.

REQUESTED ACTION: MOTION to amend the City of Menasha Public Records Notice and Policy, paragraph 4.a. & b. to charge \$ 0.25 per page.