

**Appendix B**  
**Legislative Management Committee Policy L -- Legislative Records**  
**Schedule of Fees for Filing a Record Request**  
**and for a Legislative Office Responding to a Record Request**

Fee Description	Amount of Fee for an In-State Request	Amount of Fee for an Out-of-State Request
Filing fee	\$0 (except as provided below)	\$75
	\$50, for an over-the-threshold request	
Fee for staff time to identify, gather, segregate, classify, and provide records, including for a preliminary search under Subsection L-301(4) (Amended May 7, 2025)	\$50 per hour after the first two hours (except as provided below)	\$75 per hour
	\$50 per each hour of staff time, for an over-the-threshold request	
Fee for electronic delivery of records	\$0	\$0
Fee for photocopies of records	\$.10 per side (black and white) \$.40 per side (color)	\$.20 per side (black and white) \$.80 per side (color)
Fee for faxing records	\$1 per page	\$2 per page
Fee for CD/DVD or other electronic medium containing records	\$5 per disc or other medium	\$5 per disc or other medium
Fee to cover mailing cost	Actual cost, with \$2 minimum	Actual cost, with \$3 minimum
Fee for providing a certified copy of a record	\$10 (in addition to any other applicable fee)	\$10 (in addition to any other applicable fee)