

**Louisville Metro Government**  
**Open Records Standard Response Format**  
**and Copy Charge Policy**

LMG is committed to providing the most efficient and “green” option for Open Records copies. LMG agencies will offer electronic copies (PDF format) as an option for records copy transmission **at no charge** to recipient requestor (unless there are recoverable costs as set out in the paragraph below). Copies shall be made available within the three-day required response period unless a different timeframe is specified in the response due to the increased time it may take to recover documents from Archives, computer record search, the involvement of multiple agencies, volume of responsive records, records are in current use, or other designated reason for a response time of greater than 3 days.

This policy provides guidance in applying standard charges and formats for Open Record Copies consistent with Kentucky Open Records law and subsequent Attorney Generals Opinions. LMG is entitled to recover actual costs (not staff time) related to providing copies of records. Those recoverable costs may include costs to copy materials prior to provision in another format with cost recovery of \$.10/page. For example, if a record copy is made in order to redact certain information prior to providing the copy (even if that copy is ultimately provided in an electronic format), since LMG incurred a copy cost in order to provide the record, the requestor will be required to pay for that copy cost prior to receiving final copies.

In addition, if electronic copies requested impose an unreasonable burden on the LMG email and/or storage capacity, agency may inform the requestor and download copies to CDs or other format and charge accordingly. If requestor supplies medium (CD, audio tape, etc.), there will be no charge for copies transferred thereto (unless the hard copy charge described above is applicable).

Copies requested and sent via fax will not carry any charge unless deemed voluminous by an agency at which time agency will suggest to the requestor that another method be employed. Again, the hard copy charge may apply for recoverable costs.

All agencies will apply the following charges regardless of status of requestor, i.e., media, legal representative, member of the public, corporation or non-profit organization. However, agencies may use their discretion in waiving these charges which are not mandatory if the fee total amounts to \$2.00 or less.

When charges are applicable, no copies will be released until payment has been received either in the form of a check, exact change in cash or money order. There is no option to "bill" or "invoice" a requestor for copies.

This policy **will not apply** to subpoena or court-ordered responses which are not covered under Kentucky Open Records law. Responses in those instances will provide copies at no charge.

These charges may or may not apply to other agency responses for records or other copies provided in the normal course of business **unrelated** to an open records request. In special cases where items are not listed and Metro incurs actual costs related to making copies, that cost will be estimated and passed along to the requestor.

**No charge may be levied for staff time** related to making Open Record copies of any kind **unless** a Commercial Purpose Certificate has been executed by the requestor or a customized record design is required.

### Copy Charge Schedule

Paper copy 8.5 x 11	\$.10/page (whether one or two-sided)
Paper copy 8.5 x 14	\$.15/page
Paper copy 11 x 17	\$.25/page
Paper copy 18 x 24	\$3/page
Paper copy 24 x 36	\$6/page

Paper copy > 24 x 36	\$9/page
Color paper copy 8.5 x 11	\$.50/page
Color paper copy 8.5 x 14	\$.50/page
Color paper copy 11 x 17	\$.75/page
Photographs B&W	\$.10/each (not larger than 8 x 10)
Photographs Color	\$.25/each (not larger than 8 x 10)
CD/disk	\$2 each
Audio tape	\$2 each

### Mailing Charge Schedule

**When practical to obtain actual cost of mailing, that charge will be assessed. If a proxy for an actual charge is needed to expedite processing or to allow advance payment, the following may be charged:**

Weight Not Over	Price
1 ounce	\$0.44
2 ounces	\$0.61
3 ounces	\$0.78
3.5 ounces	\$0.95

### **Large envelope (no more than 12 x 15):**

Weight Not Over	Price
1 ounce	\$0.88
2 ounces	\$1.05
3 ounces	\$1.22
4 ounces	\$1.39
5 ounces	\$1.56

6 ounces	\$1.73
7 ounces	\$1.90
8 ounces	\$2.07
9 ounces	\$2.24
10 ounces	\$2.41
11 ounces	\$2.58
12 ounces	\$2.75
13 ounces	\$2.92

**Packages:**

Weight Not Over	Price
1 ounce	\$1.22
2 ounces	\$1.39
3 ounces	\$1.56
4 ounces	\$1.73
5 ounces	\$1.90
6 ounces	\$2.07
7 ounces	\$2.24
8 ounces	\$2.41
9 ounces	\$2.58
10 ounces	\$2.75
11 ounces	\$2.92
12 ounces	\$3.09
13 ounces	\$3.26

If an estimate of mailing charges is needed, you may apply the following:

Letter size:                 \$1/each item

Large envelope:            \$2/each item

Package/CD:                \$2/each item

Policy adopted 6-10; revised 10-11