

## Charging Member of the Public for Copies (not data subjects)

Under the Minnesota Government Data Practices Act (Minnesota Statutes, Chapter 13), copy fees are charged as follows:

Quantity	Costs
100 or fewer 8 ½" x 11" copies (letter) or 8 ½" x 14" copies (legal)	Per page cost: 25 cents
More than 100 legal or letter-sized copies OR Copies not 8 ½" x 11" (letter) or 8 ½" x 14" (legal)	Fees based on: <ol style="list-style-type: none"> <li>1. Staff hours required to locate, collect and produce copies</li> <li>2. Supply cost of paper or other media</li> <li>3. Mailing or delivery costs</li> </ol>

Requesters can inspect documents free of charge.

If they request copies, the following apply:

- Customers will be billed based on the Minnesota Government Data Practices Act guidelines (see grid above)
- Customers agree to pay the costs of generating copies
- Staff time can be charged for requests of more than 100 copies
  - Staff time can be charged for copies that are not letter or legal size such as plans, maps, etc.
  - Send names of employees and staff time involved (Jane Doe 1.5 hours) to Nicole Johnson, MS 130 so that she can forward the charges to MnDOT's Finance Office to prepare an invoice.
  - Employees should use the following codes when locating, collecting and copying information for data practices requests:

Job Number:	T0A0078 for all work on data practices requests
Activity Code:	0031 for all requests

- Payments for data practice requests are deposited to the Trunk Highway Fund
- Call Nicole Johnson at 651-366-4816 if you have questions

NOTE: Generally, MnDOT does not charge the legislature or other governmental entities for copy costs. Refer questions about large or complex requests to the data practices office for pricing assistance.