



**Franklin Police
Department**
9455 W. Loomis Rd
Franklin, WI 53132

“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).

Public Records Request Fee Schedule

Hard Copies	Includes any paper records provided by:	\$0.15 per page (black and white)
	<ul style="list-style-type: none"> • Copying a paper record • Printing an electronic record 	Fee calculation: copy and paper cost <i>In rare instances, specialized skills, equipment, or technology, may result in additional copy costs.</i>
Electronic Copies	Includes any electronic records provided by:	
	<ul style="list-style-type: none"> • Email • PDF • DVD • Flash drive • Other electronic format 	
	Paper to Digital Includes scanning physical documents and saving them into a digital format for electronic distribution.	Fee waived <i>In rare instances, specialized skills, equipment, or technology, may result in copy costs.</i>
	Digital to Physical Includes copying records that are already in digital format onto a physical medium for distribution.	Cost of physical medium: DVD (each): \$5.00 (4.7 GB) Flash drive (each): \$6.99 (16 GB) \$9.99 (32 GB) \$16.99 (64 GB) \$19.99 (128 GB) \$37.99 (512 GB) Hard Drive (each): \$69.99 (1 TB) \$79.99 (2 TB) Fee calculation: Cost of physical medium used. (Additional shipping fees may apply)
Location Fees	Digital to Digital	Fee waived
	Includes copying records from one digital format to another for distribution (e.g., email).	<i>In rare instances, specialized skills, equipment, or technology may result in copy costs.</i>
Location Fees	May only be imposed if the cost of location alone is \$50 or more. Includes searching for and identifying responsive records, but does not include any applicable redaction fees.	Will be calculated at the hourly pay rate of the lowest paid employee capable of locating records, multiplied by the actual time expended to locate those records.
Redaction Fees	May be imposed upon a requester for the actual, necessary, and direct cost of redacting recorded audio or video content to the extent redaction is necessary to comply with applicable constitutional, statutory, or common law.	Will be calculated at the hourly pay rate of the lowest paid employee capable of redacting records, multiplied by the actual time expended to redact those records.

An authority may require prepayment of any fee imposed if the total amount exceeds \$5.