

OPEN RECORDS REQUEST

Date: _____

Request is being made by:

Name: _____

Mailing Address: _____

Telephone Number: _____ E-mail Address: _____

Files Requested (Please provide the company name, permit number, and/or legal description):

Special Instructions:

Review files at ODM's office: Yes No

If there is specific information requested (i.e., permit file, production records, maps, etc.), please provide below:

Document type requested: Scanned Photocopied (Please see Fee Schedule below.)

Would you like notification of the estimated cost prior to our copying the files requested? Yes No

Fee Schedule:

Scanning fees for documents, which are 11 x 17 inches or smaller:

- No charge for 200 pages or less
- \$20.00 per hour charge for more than 200 pages

Photocopying fees for documents, which are 11 x 17 inches or smaller:

- No charge for 10 pages or less
- \$0.10 per page for more than 10 pages

Oversized Map Photocopies (larger than 11 x 17 inches):

- Scanning fee: \$2.00 per page
- Photocopy fee: Actual cost to reproduce by third party vendor.

An additional search fee may be charged if the request is for a commercial purpose or if it will cause excessive disruption of office function. (See complete Open Records Request policy on the ODM webpage.)

Please allow for ten (10) business days for requested information to be scanned/copied and ready for transmission depending on the extensiveness of your request. Should more time be required, you will be notified by telephone or email.