



## CITY OF HOLLY SPRINGS RECORD RETRIEVAL FEES

The following fees may be charged:

Actual time of search (varies)	_____ Hrs x \$ _____	= \$
Actual time of retrieval (varies)	_____ Hrs x \$ _____	= \$
Actual time of redaction (varies)	_____ Hrs x \$ _____	= \$
\$0.10 per page copy (letter or legal size documents)	_____ pages @ 0.10	= \$
Other documents – actual cost of producing the copy	_____ pages @	= \$
Electronic records – actual cost of the media on which records are produced		= \$
Postage		= \$
<b>Total actual costs:</b>		= \$

The requester is not charged for the first fifteen minutes of time. Charges for time are not to exceed the salary of the lowest paid full-time employee who, in the discretion of the custodian of the records, has the necessary skill and training to perform the request.

