

February 2005 ARDC – Data Practices

FEE SCHEDULE FOR COSTS ASSOCIATED WITH COPIES OF DATA

Product or Service	Fee	Comments
Commercial Value	Varies	ARDC may charge a fee for data with commercial value to recover actual development costs.
Census Data	To be determined depending on scope of request	
Copies – Black and White	Made on copier or printer	
8 ½ x 11	.03 / page + labor costs	
11 x 14	.04 / page + labor costs	
11 x 17	.05 / page + labor costs	
Copies – Color	Made on copier or printer	
8 ½ x 11	.50 / page + labor costs	
11 x 14	.60 / page + labor costs	
11 x 17	.65 / page + labor costs	
Database Query	Hourly rate for time / materials	
Diskettes		
PC hard diskettes	.73 each	
CDs	1.00 each	
Mailers	.75 each	
Fax		
8 ½ x 11	.03 / page + labor costs	
11 x 14	.04 / page + labor costs	
Mailing Costs		
#10 size standard envelope	.07 / envelope	
9 x 12 manila envelope	.07 / envelope	
12 ½ x 15 ½ manila envelope	.10 / envelope	
6 x 10 padded envelope	.13 / envelope	
8 ½ x 12 padded envelope	.18 / envelope	
Postage	Actual cost	
Mileage	IRS rate (currently .405/mile)	
Photos	Hourly rate of pay of employee(s) needed to locate photo plus cost of film and/or developing	
Maps		
8 ½ x 11	\$5 / map	
11" x 17"	\$10 / map	
42" x 42"	\$20 / map	
Each inch after 42"	\$1 per each additional inch	
Enhanced Data	Varies	ARDC may charge a fee when either data or access is enhanced at the request of the person seeking access
Staff Time	Hourly wage of staff assigned to gather and reproduce data	

The Data Practices Act does not permit the following costs:

- Administrative costs unrelated to copying
- Cost for simply inspecting, accessing or viewing data
- Overhead costs
- Purchase, maintenance or normal operating expenses of a copier, printer or computer
- Records storage
- Sales tax
- Staff time required to separate public from not public data
- Staff time required to provide information about the data to the requester (explain the content and meaning of data)

ARDC is a multi-purpose planning and development organization serving the seven Northeastern Minnesota counties, including Aitkin, Carlton, Cook, Itasca, Lake, Koochiching, and St. Louis.

Minnesota Government Data Practices Policies and Procedures is available on the ARDC website at www.ardc.org.

Upon request, this document will be made available in an alternate format, such as Braille, large print or audio tape. For TTY, contact MN Relay Service at 800.627.3529 and ask for ARDC.



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