

Effective June 4, 2019, the following shall govern requests for searches of electronic data (emails and VoIP):

Any public record request requiring more than 15-minutes will require a deposit of \$24.00 in advance. This amount constitutes an estimate of cost to perform a standard public records request that is seeking electronic data and is calculated based upon one hour of time at an hourly rate of \$24.00 per hour. When the search is performed, the time incurred in processing the request shall be recorded. The time to be included shall consist of the time to cease performing their current job function, preserve the search results and reengage back to the employee's job function.

Once the request is completed, the requestor will be notified that it is completed and informed as to whether any additional charge is due. The time charged at the time of the search is by the \$24.00 per hour in 15 minute increments. If the amount of time incurred in the search is between 60 and 75 minutes, then no further charge is required. If the rate is greater than 75 minutes, then the requestor shall be charged for the additional time above the deposit. If the time incurred in the search is less than 1 hour, then the requestor shall be refunded. As an example, the following is how this would work:

A search of 60 to 75 minutes would be charged \$24.00. If the search took 80 minutes, then it would be charged 1.25% for the request. Below is a chart that shows how this would work

<u>Minutes</u>	<u>Charge</u>
0-15	No Charge
16-30	25% of the \$24 charge
31-45	50% of the \$24 charge
46-60	75% of the \$24.00 charge
61-75	100% of the \$24.00 charge
76-90	125% of the \$24.00 charge
91-105	150% of the \$24.00 charge
106-120	175% of the \$24.00 charge
121-136	200% of the \$24.00 charge