



WYOMING DEPARTMENT OF CORRECTIONS	WDOC Form #159.2	Page 1 of 1
	Fee Schedule for the Release of Information	Last Revised: 12/21/15

## FEE SCHEDULE

*Applied costs for documents and public records include both material and service costs.*

### I. Material Costs Include:

#### 1. Photocopies:

- a. Standard (8.5 x 11 inch) - black and white copy      \$ .10 per page
- b. Standard (8.5 x 11 inch) - colored copy                 \$ .60 per page
- c. Legal (8.5 x 14 inch) – black and white copy         \$ .25 per page
- d. Legal (8.5 x 14 inch) – colored copy                     \$ 1.00 per page
- e. Other sized sheet     Actual cost
- f. Utilization of an outside vendor for copying             Actual cost

2. **Legal copies:** *(for WDOC inmates only)* Ten cents (\$.10) per page pursuant to WDOC Policy and Procedure #3.401, *Access to Courts*

3. **Computer disk:** Five dollars (\$5.00) each for a computer disk.

4. **Video tape:** Five dollars (\$5.00) each for each tape.

5. **Audio tape:** Five dollars (\$5.00) each for each tape.

6. **Scanning documents:** Fifty cents (\$.50) per page.

7. **Faxing documents:** Two dollars (\$2.00) per page.

8. **Mailing:** Actual cost

### II. Service Costs for Staff Time Beyond One Hour Include:

1. **To search, review, process, and redact records; fees also apply when there is the need for direct supervision of the applicant by correctional staff during record inspection:**

- a. Ten dollars (\$10.00) per hour for line staff, to include correctional and clerical line staff.
- b. Twenty dollars (\$20.00) per hour for information technology staff to fulfill an electronic records request or application.
- c. Forty dollars (\$40.00) per hour for professional staff to include attorneys and WDOC managers and administrators.