

## **Knox County Open Records Policy Schedule of Fees**

(Provided for in section VI of the Knox County Open Records Policy)

- A. Records custodians shall provide requestors with an itemized estimate of the charges prior to producing copies of records and may require pre-payment of such charges before producing requested records
- B. Fees and charges for copies are as follows:
  - a. \$0.15 per page for letter- and legal-size black and white copies
  - b. \$0.50 per page for letter- and legal-size color copies
  - c. The actual cost of any other medium upon which a record/information is being produced.
  - d. Labor when time exceeds one (1) hour shall be at the rate of \$25.00/hour.
  - e. If an outside vendor is used, the actual costs assessed by the vendor.
- C. Payment is to be made in case or personal check payable to Knox County, Tennessee.
- D. Payment in advance will be required when costs are estimated to exceed \$25.00.