

ELBERT COUNTY SHERIFF'S

OFFICE RECORDS FEE SCHEDULE

The following fees have been established to offset the actual costs for releasing records, photographs, duplicating evidence, and researching request by all personnel involved. All research fees and/or redacting fees will be collected before the information is released. If the citizen refuses to pay, the records/video/audio documents/disc will not be provided. A deposit will be required for large record requests.

<u>Item</u>	<u>Cost</u>
• Fee for research, retrieval of reports and audio/video, Redaction and Preparation of records for release:	\$ 7.50 minimum \$ 30.00 Per Hour
(Includes fee for personal cost, Equipment cost, research/retrieval and redaction for 15 minutes.) No charge for first copy – for the listed person identified as the victim on the report	

ADDITIONAL CHARGES TO THE RESEARCH FEE

• Cost of Criminal Case Report/Traffic Accident/ Booking report/Incident reports/Photos:	\$ 0.25 Per Page
• CAD (Computer Aided Dispatch) Print Out:	\$ 1.00 Per Page
• Mug Shots:	\$ 2.00 Per Photo
• Cost of Electronic Copy on DVD/CD:	\$ 5.00 Per Disc
• Cost of Mailing Envelopes for CD, DVD:	\$ 2.25 Per Envelope
• Criminal History Letter/Background Check/ Adoption/International Travel Letter:	\$ 10.00 for 2 Copies \$ 5.00 ea. additional
• Notary:	\$ 5.00 Per Notary
• Copy of Dispatch Recording:	\$ 25.00 Per Recording \$ 10.00 ea. Additional
• Return Check Charge:	\$ 20.00
• Copy of a Lost Traffic Ticket Front and Back only (not including any attachments).	\$ 5.00