

**LIBERTY TOWNSHIP – Delaware County**

**FEE SCHEDULE AND POLICY REGARDING FEES  
FOR COPIES AND REPRODUCTIONS OF PUBLIC RECORDS**

Unless a different fee is required by law, in accordance with R.C. 149.43, the following fee schedule is established for providing copies or reproductions of public records:

<b>Media Type</b>	<b>Unit</b>	<b>Cost Per Unit</b>
Letter or Legal Sized Paper Copy (Black/White, Single Side)	Page	\$0.10
Letter or Legal Sized Paper Copy (Black/White, Double Side)	Two Sided Page	\$0.15
Letter or Legal Sized Paper Copy (Color, Single Side)	Page	\$0.15
Letter or Legal Sized Paper Copy (Color, Double Side)	Two Sided Page	\$0.20
11x17 Large Format Paper Copy Black/White	Page	\$0.25
11x17 Large Format Paper Copy Color	Page	\$0.35
Certified Paper Copy	Page	\$1.00
CD/CD Rom	Disk	\$1.00
Email Documents: <i>there may be fees associated for emailed documents due to the need to copy, redact, etc. original documents prior to scanning/emailing.</i>	Various Formats	See Cost Per Unit Above

- A. The above fee schedule shall be clearly posted and visible to the public at all locations authorized to provide copies of public records.
- B. Advance payment is required before any copies are prepared.
- C. The Board and/or Liberty Township shall charge the actual cost of material for media not listed in the fee schedule above.
- D. As a result of security issues and to preserve the integrity of Liberty Township's computer systems, the Board and/or Liberty Township will not accept blank media supplied by the requesting party. The Board or Liberty Township will supply the media. The cost of the media is included in the fee schedule above, or, if not contemplated in the fee schedule above, the media will be supplied at cost.
- E. The Board and/or Liberty Township shall notify the requesting party in advance of any costs for labor or materials in situations where an outside vendor must be hired to fulfill the request(s).
- F. The Board and/or Liberty Township will charge the actual cost of postage and mailing supplies when the requesting party requires the public records be transmitted via the United States Postal Service or any type of priority mail service.