

**ENVIRONMENTAL HEALTH
RECORDS FEE SCHEDULE (AR70)**

Administrative Fee for All Requests:

Records Search and Report (includes first 25 pages of photocopied documents) **\$50.00**

Search Costs for Records over 26 pages:

Staff	\$4 each 15 minute increment
Administrative	\$6 each 15 minute increment
Computer Staff	\$6 each 15 minute increment

Retrieval of documents stored off site:

All Boxes \$29.00 per box (includes 15% administrative fee)

Copy/Duplication Charges:

Documents which can be copied using document feeder:

Pages 1-10	\$0.25 each
Pages 11 and up	\$0.10 each

Documents which must be copied one page at a time:

All pages \$0.25 each

Documents which must be copied off site:

Actual job cost plus 15% administrative fee.

Computer Printed reports:

All pages \$0.15 each, plus computer staff time

Mail Charge:

Each 5 page increment	\$0.49
Other _____	

Fax Copies:

Local	\$0.25 per faxed page
Long Distance	\$0.50 first faxed page
Long Distance	\$0.25 per additional faxed page

Microfilm Copy:

\$1.50 per page

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