



Sheriff Curtis N. Fell
ROCK COUNTY SHERIFF'S OFFICE
 Jude G. Maurer, Chief Deputy



Aaron K. Burdick
 Commander, Law Enforcement Services

"A Tradition of Service"

Kimberly A. Litsheim
 Commander, Correctional Services

Public Records Requests: Fee Schedule

Hard Copies	Includes any paper records provided by: <ul style="list-style-type: none"> ● Copying a paper record ● Printing an electronic record 	\$0.25 per page
Accident Reports	Hard Copy or Digital Copy (PDF)	\$3.00 prepayment is required.
Electronic Copies (Includes any electronic record format provided: Video, Audio, Photos, Emails, PDFs, DVD/CD, Flash drive, etc.)	Digital Records to Physical Records Copying records already in a digital format over to a physical medium for distribution to the requestor.	Cost of the physical medium used: Most often for video, audio, and photos. (Costs subject to change) CD (each): \$ 10.00 DVD (each): \$ 10.00 (4.7 GB) Flash drive (each): \$ 20.00 - \$ 125.00 + (8 GB – 1 TB) A quote will be provided for records requiring physical media with larger capacity.
	Digital Records to Digital Records Copying records from one digital format over to another digital format for distribution to the requestor.	Fee waived* Location fees may be charged if the cost of locating records exceeds \$50. Includes searching for and identifying records. *Exception: All accident reports require a \$3.00 prepayment, regardless of format.
Location Fees	Wis. Stat. § 19.35(3)(c). When the cost of locating a record exceeds \$50.00, the actual, necessary, and direct cost of locating the record will be charged. Includes searching for and identifying responsive records but does not include redaction.	\$22.95 per hour staff time (lowest possible hourly rate) In some instances, an employee with special skills may be necessary to conduct a search and a higher hourly rate will be assessed.
Prepayment	Prepayment is required for all accident reports. May also be required if the total amount of a request exceeds \$5.	\$3.00 for all accident reports. Requests exceeding \$5.00 in fees.
Pick-Up/Shipping	Records can be picked up at the Sheriff's Office during normal business hours.	Postage is charged at the actual cost.
Wis. Stat. § 19.35(3)(a). "An authority may impose a fee upon the requester of a copy of a record which may not exceed the actual, necessary and direct cost of reproduction and transcription of the record, unless a fee is otherwise specifically established or authorized to be established by law."		

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