

FEE SCHEDULE FOR RECORDS REQUESTS

COST	DESCRIPTION
No Cost	In-person review of records at KCHA's Central Office location. By appointment during normal business hours (excluding office closure dates).
No Cost	Downloading records made available to the public on KCHA's website at www.kcha.org .
15 cents per page	Printed copies of records produced on KCHA equipment. Standard letter (8.5 x 11) or legal sized (11 x 14) paper.
30 cents per page	Printed copies of records produced on KCHA equipment. 11 x 17 paper.
10 cents per page	Paper records that must be scanned on KCHA equipment to be produced in electronic format.
5 cents per 4 electronic files or attachments	For the upload of electronic records to email, request portal, or other means of electronic delivery.
10 cents per gigabyte	For the transmittal of records in an electronic format, or for the use of agency equipment to send the records electronically.
Actual Cost	Digital storage media or devices such as USB or CD when use has been approved by KCHA's IT Department.
Actual Cost	Any container or envelope used to mail records.
Actual Cost	Any postage or delivery charges.
Actual Cost	If, at KCHA's discretion, materials need to be copied by an outside source either due to volume, current workload of KCHA staff, or any other reason, the agency may charge the actual cost of this service.
Actual Cost	In addition to the charges set forth above, KCHA may include a customized service charge if the agency estimates that the request would require the use of information technology expertise to prepare data compilations or provide customized electronic access services when such compilations and customized access services are not used by the agency for other agency purposes. KCHA will not assess a customized service charge unless it has notified the Requestor of the charge to be applied to the request, including an explanation of why the customized service charge applies, a description of the specific expertise, and a reasonable estimate of the charge.