



## Open Records Procedures – Fee Appendix

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All terms within this Procedure in *italics* have their meanings defined in Section 4 of the Open Records Policy.

### 1 Application

The Sanitation District No. 1 (SD1) Application Form for requesting *Open Public Records* may be found at [www.sd1.org](http://www.sd1.org) or at SD1, 1045 Eaton Drive, Ft. Wright, KY 41017.

### 2 Fees for Copying

#### 2.1 Standard Format (8 1/2 x 11, One Color), Non-Commercial Purpose:

For *Standardized Format*, SD1 may charge a reasonable fee, not to exceed the actual cost of reproduction, including cost of media and any mechanical processing charges, for copies made of *open records* requested for use for non-commercial purposes.

Paper copies	\$0.10 per page
File Media (Electronic Copies)	\$1.00 per CD used

#### 2.2 Non-Standard Format, Non-Commercial Purpose

For non-standardized format, or to tailor a format to meet the request of the applicant, SD1 may charge a reasonable fee, not to exceed the actual cost of reproduction, including cost of media and any mechanical processing charges, plus staff costs for non-standard copies made of *open records* requested for use for non-commercial purposes.

Maps (larger than 8 1/2 x 11)	\$2.50 per map
Paper copies (larger than 8 1/2 x 11)	\$2.50 per page
File Media (Electronic Copies)	\$1.00 per CD used

### 2.3 Commercial Purpose

For *open records* requested for use for *commercial purposes*, SD1 may charge the cost of reproduction, creation, purchase or acquisition of the open public records requested including cost of media and any mechanical processing charges, plus staff costs, required to produce a copy of the *open records* requested.

Paper copies	\$0.10 per page
File Media (electronic copies)	\$1.00 per CD used
Maps (larger than 8 ½ x 11)	\$2.50 per map
Paper copies (larger than 8 ½ x 11)	\$2.50 per page

Staff Costs, per hour:

Department/Staff Level	Average Rate of Pay
<b>Administration</b>	
Crew	\$21.25
Team Lead	\$27.64
Management	\$35.69
<b>Operations, Fleet &amp; Facilities</b>	
Crew	\$19.12
Team Lead	\$28.96
<b>Collection Systems</b>	
Crew	\$21.48
Crew Leader	\$26.66
Coordinator	\$30.46
Management	\$35.32
<b>Dry Creek WWTP</b>	
Crew/Operations	\$17.85
Crew/Maintenance	\$18.96
Crew Leader	\$24.08

Management	\$33.30
<b><i>Pump Stations</i></b>	
Crew	\$19.82
Crew Leader	\$25.03
Management	\$32.21
<b><i>Eastern Regional WRF</i></b>	
Crew	\$19.14
Crew Leader	\$24.77
<b><i>Western Regional WRF</i></b>	
Crew	\$17.89
Crew Leader	\$25.11
Management	\$29.15
<b><i>Engineering</i></b>	
Crew	\$22.36
Team Lead	\$25.60
Management	\$34.24
<b><i>Integrated Watershed Management</i></b>	
Crew	\$22.47
Team Lead	\$27.56
Management	\$32.47
<b><i>Director (all departments) and Executive Management</i></b>	\$63.91

## 2.4 Mailing Fee

US Mail - actual costs

**3 Advance Payment or Deposit for Copies**

SD1 may require advanced payment for fees, including cost of mailing, prior to releasing records.

**4 Fee Assessment**

On an annual basis, *Official Custodian of Public Records* at SD1 shall direct an assessment on fees charged.


**5 Revision History**

Date	Rev. No.	Revised By:	Description	Reference Sections
3/15/15	01	K. Jenisch	Updated Average Rate of Pay and changed requirement for prepayment	2.3 and 3.0
8/21/15	02	K. Jenisch	Updated Average Rate of Pay	2.3
7/13/16	03	K. Jenisch	Updated Average Rate of Pay	2.3
11/6/17	03	T. Graham	Updated Average Rate of Pay	2.3

**6. Approval**

  
\_\_\_\_\_  
Thomas Wiechman, Deputy Executive Director, Administration

11/16/17  
Date

  
\_\_\_\_\_  
Brian Ellerman, General Counsel

12/10/17  
Date