



MINNESOTA STATE COLLEGES AND UNIVERSITIES SYSTEM OFFICE

Charging Members of the Public for Copies

The system office ("Office") shall collect all necessary fees prior to releasing copies, unless other arrangements for payment have been agreed upon. The Office will not charge another governmental entity for copies provided as part of the normal course of business. Checks for copies provided by the Office should be made out to "State of Minnesota."

100 or Fewer Paper Copies: \$.25 Per Page

Pursuant to Minnesota Statutes § 13.03, subd. 3 (c), the Office charges \$.25 per page (or \$.50 per two-sided copy) if the request is for 100 or fewer pages of black and white, letter or legal-sized paper copies.

Most Other Copies: Actual Cost

For requests for more than 100 pages of paper records, or for copies of data in other media such as electronic data, photographs, tapes, microfilm, etc., the charge will be the actual cost of providing the copies, as permitted by law. When calculating actual costs, the law permits inclusion of: employee time to search for and retrieve data that has been requested for copying; employee time to make copies; cost of media (paper, CD ROMs, DVDs, etc.; mailing costs; employee time to prepare copies (sort, label data, remove staples, paper clips, take data to copier); and costs of reproduction that cannot be done by the Office. Charges do not include employee time to separate public from not public data and other factors that are not permitted by law.

Copies of data that have commercial value may be subject to additional fees, as permitted by law.

The Office may provide an estimate of costs before completing a request.

NOTE: The Office retains the discretion to reduce or waive charges for copying in appropriate circumstances, such as when the copying costs are minimal.

