



## COST OF PUBLIC RECORDS REQUEST REPRODUCTION

**(NOTE: Total costs must be paid in advance before release of records)**

<b>PAPER</b>	
Photocopies	\$0.25 per printed image (double sided is \$0.50)
<b>ELECTRONIC</b>	
*Electronic Copy – E-Mailed (If already in electronic form)	Free of charge
*Electronic Copy – E-Mailed (If electronic copy is created from paper documents)	\$0.25 per image
<b>MISCELLANEOUS</b>	
Postage	Actual cost of postage – postage will be added to all requests being mailed and must be paid prior to mailing.
Public Records	Available for inspection in the District’s main office free of charge. Public records are open to inspection by any person at all times during regular District office hours
Agendas and Notices	Available free of charge online at <a href="http://metrowater.com">metrowater.com</a>