

Erie County Sheriff's Office  
FOIL REQUEST FEES

Record Requested	Fee
A record per page (9x14)	.25 cents
Digital Media (CD, DVD etc.) if requested	\$3.00 each
Digital Media Specifically Thumb drive	\$18.00 each
Certified copy	\$15.00
Photograph	\$25.00 each
Incident/Investigation Report	\$15.00 per report
Accident Reconstruction Report	\$15.00 per report
To recreate a record	An amount equal to the salary attributed to the LOWEST paid agency employee who has the necessary skill to prepare the record(s) <u>IF</u> at LEAST 2 hours of agency employee time is needed to prepare a copy of the record requested.
Definition of Digital Media as noted above	Actual cost of the storage devices or media provided to the person making the request.
If outside professional services are needed to comply with the FOIL request	The actual cost of the agency of engaging an outside professional service to prepare a copy of a record, but ONLY when an agency's information technology equipment is inadequate to prepare a copy.

A requestor of a FOIL must be given the fee that will be charged for their FOIL request and the fee MUST be paid in full before any information is given to the requestor.