

FEE SCHEDULE  
Approved May 25, 2016

1. Reviewing a record to determine whether it is subject to disclosure: No Charge unless the quantity of subject records is extraordinary.
2. Inspection of record: No Charge to requesting person unless records must be produced from a proprietary secure electronic database.
3. Copies for media: The Authority may fulfill a record request for an employee or representative of the print or electronic media demonstrating proper credentials within 5 working days of the request. If the request is voluminous, extra time may be required. Standard copying fees will be charged.
4. Impecunious: The Authority may fulfill a record request for Persons without charge when the person making the request: (1) files a sworn written affidavit with the Authority stating that the person is impecunious and cannot pay the fee or charge; (2) the person making the request is the real party in interest; and (3) that the request is not for a large or voluminous quantity of records; and (4) the request does not require more than 30 minutes of staff time to assemble records responsive to the request.
5. Government entity: The Authority may waive the charging of a fee when the requesting person is another governmental entity or quasi-governmental entity with whom the Authority follows the practice or has a policy or an agreement to waive similar fees on documents requested by the Authority.
6. Copy fees and miscellaneous fees:

*Cost	Description
.50 per page	8 ½" x 11" black and white page of copy
\$1.00 per page	8 ½" x 11" color copy
\$1.00 per page	11" x 17" black and white page of copy
\$2.00 per page	11" x 17" color copy
\$1.00 per page	Faxing documents
Staff hourly rate	If research or preparation of information is required (such as redaction) exceeding 15 minutes of time, an hourly charge is assessed. The hourly rate will depend upon the lowest hourly rate of the employee with proper security clearance required to perform the task. See Utah Code Ann. §§63G-2-203(2) <i>et seq.</i>
Actual cost of reproduction plus staff time to produce	Oversized copy and or graphics
Standard U.S. Postage Rates	Standard U.S. Postage Rates will apply to all requests

\$15.00	\$15.00 for Transit Police Report. Transit Police Reports primarily contain information classified as private. Secondary classifications may exist depending on the record content. Transit Police Reports will only be provided to the subject of the record, or individuals or entities providing an original notarized release from the subject of the record specifically allowing UTA to provide the private information. Additional fees may apply.
\$25.00	Archived records retrieval, for retrieval of record(s) from a Records Retention Center or other storage location removed from the place of business of the department or division which maintains the record(s).
\$20.00 or actual cost of any external drive	Per UBS drive, plus staff time to scan the records to electronic format if necessary.
\$2.00	Cost for each certification, if the record is required to be certified

\*If costs associated with the request are anticipated to exceed \$50.00, **pre-payment** for the requested documents will be required. If the pre-payment amount exceeds the actual cost of producing the records, a refund of the amount difference will be generated. Additionally, if a requestor has not properly paid for previously received materials, the Authority will hold the current request until the outstanding payment in full for the prior requests is received, pursuant to Utah Code Annotated §§63G-2-203(8) *et seq.*

If records are copied at a bonded copy center, the actual cost of copying the documents will be charged rather than the published rate above. This option is only available for records classified as “public” that are not subject to Federal regulations mandating the records be maintained on the Authority premises at all times.