

February 2005 ARDC – Data Practices

**FEE SCHEDULE FOR COSTS ASSOCIATED WITH COPIES OF DATA**

Product or Service	Fee	Comments
<b>Commercial Value</b>	Varies	ARDC may charge a fee for data with commercial value to recover actual development costs.
<b>Census Data</b>	To be determined depending on scope of request	
<b>Copies – Black and White</b>	Made on copier or printer	
8 ½ x 11	.03 / page + labor costs	
11 x 14	.04 / page + labor costs	
11 x 17	.05 / page + labor costs	
<b>Copies – Color</b>	Made on copier or printer	
8 ½ x 11	.50 / page + labor costs	
11 x 14	.60 / page + labor costs	
11 x 17	.65 / page + labor costs	
<b>Database Query</b>	Hourly rate for time / materials	
<b>Diskettes</b>		
PC hard diskettes	.73 each	
CDs	1.00 each	
Mailers	.75 each	
<b>Fax</b>		
8 ½ x 11	.03 / page + labor costs	
11 x 14	.04 / page + labor costs	
<b>Mailing Costs</b>		
#10 size standard envelope	.07 / envelope	
9 x 12 manila envelope	.07 / envelope	
12 ½ x 15 ½ manila envelope	.10 / envelope	
6 x 10 padded envelope	.13 / envelope	
8 ½ x 12 padded envelope	.18 / envelope	
<b>Postage</b>	Actual cost	
<b>Mileage</b>	IRS rate (currently .405/mile)	
<b>Photos</b>	Hourly rate of pay of employee(s) needed to locate photo plus cost of film and/or developing	
<b>Maps</b>		
8 ½ x 11	\$5 / map	
11" x 17"	\$10 / map	
42" x 42"	\$20 / map	
Each inch after 42"	\$1 per each additional inch	
<b>Enhanced Data</b>	Varies	ARDC may charge a fee when either data or access is enhanced at the request of the person seeking access
<b>Staff Time</b>	Hourly wage of staff assigned to gather and reproduce data	

**The Data Practices Act does not permit the following costs:**

- Administrative costs unrelated to copying
- Cost for simply inspecting, accessing or viewing data
- Overhead costs
- Purchase, maintenance or normal operating expenses of a copier, printer or computer
- Records storage
- Sales tax
- Staff time required to separate public from not public data
- Staff time required to provide information about the data to the requester (explain the content and meaning of data)

ARDC is a multi-purpose planning and development organization serving the seven Northeastern Minnesota counties, including Aitkin, Carlton, Cook, Itasca, Lake, Koochiching, and St. Louis.

Minnesota Government Data Practices Policies and Procedures is available on the ARDC website at [www.ardc.org](http://www.ardc.org).

Upon request, this document will be made available in an alternate format, such as Braille, large print or audio tape. For TTY, contact MN Relay Service at 800.627.3529 and ask for ARDC.



**Arrowhead Regional Development Commission**  
 221 West First Street  
 Duluth, MN 55802  
 800.232.0707 MN Toll Free  
 218.722.5545 (General)  
 218.529.7592 (Fax)  
[www.ardc.org](http://www.ardc.org) • [info@ardc.org](mailto:info@ardc.org)