

## Arrowhead Regional Development Commission (ARDC) Data Practices

Updated May 2019

### Fee Schedule for Costs Associated with Copies of Data

<u>Product of Service</u>	<u>Fee</u>	<u>Comments</u>
<b>Commercial Value</b>	Varies	ARDC may charge a fee for data with commercial value to recover actual development costs
<b>Copies - Black and White</b>		
8.5 x 11	\$0.08/page plus labor costs	
11 x 14	\$0.10/page plus labor costs	
11 x 17	\$0.15/page plus labor costs	
<b>Copies - Color</b>		
8.5 x 11	\$0.60/page plus labor costs	
11 x 14	\$0.75/page plus labor costs	
11 x 17	\$1.00/page plus labor costs	
<b>Database Query</b>	Hourly rate for time, plus materials	
<b>Electronic PDF</b>	\$0.10/page plus labor costs	
<b>Fax</b>		
8.5 x 11	\$0.10/page plus labor costs	
11 x 14	\$0.15/page plus labor costs	
<b>Mailing Costs</b>		
#10 Size Standard Envelope	\$0.15/envelope plus postage and labor costs	
9 x 12 Manila Envelope	\$0.30/envelope plus postage and labor costs	
12.5 x 15.5 Manila Envelope	\$0.45/envelope plus postage and labor costs	
6 x 10 Padded Envelope	\$0.75/envelope plus postage and labor costs	
8.5 x 12 Padded Envelope	\$1.10/envelope plus postage and labor costs	
<b>Mileage</b>	Current IRS Rate	
<b>Photos</b>	Hourly rate for time, plus materials	
<b>Maps</b>		
8.5 x 11	\$12.00 per map plus labor costs	
11 x 17	\$18.00 per map plus labor costs	
42 x 42	\$25.00 per map plus labor costs	
<b>Enhanced Data</b>	Varies	ARDC may charge a fee when either data or access is enhanced at the request of the person seeking
<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; and 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 counties of northeast Minnesota, 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 the document will be made available in an alternate format, such as Braille, large print, or audio file. For TTY, contact MN Relay Service at 1-800-627-3529.