

32.06: Fees for Copies of Public Records

(1) Except where fees for copies of public records are prescribed by statute, a governmental entity shall charge no more than the following fees for copies of public records:

(a) for photocopies of a public record no more than twenty cents per page;

(b) for copies of public records maintained on microfilm or microfiche no more than twenty-five cents per page;

(c) for requests for non-computerized public records which take more than twenty minutes to complete, a prorated fee of six dollars per hour for search time and segregation time expenses, as defined by 950 CMR 32.03, may be assessed. In addition, a per page copying fee under 950 CMR 32.06(1)(a) and 950 CMR 32.06(1)(b) may be assessed;

(d) for computer printout copies of public records no more than fifty cents per page;

(e) for a search of computerized records the actual cost incurred from the use of the computer time may be assessed;

(f) for copies of public records not susceptible to ordinary means of reproduction, the actual cost incurred in providing a copy may be assessed.

(2) Estimates. A custodian shall provide, a written good faith estimate of the applicable copying, search time and segregation time fees to be incurred prior to complying with a public records request where the total costs are estimated to exceed ten dollars.

(3) Postage. A custodian may assess the actual cost of postage.

(4) Inspection of Public Records. A custodian may not assess a fee for the mere inspection of public records, unless compliance with such request for inspection takes more than 20 minutes in which case a fee under 950 CMR 32.06(1)(c) may be assessed.

(5) Waiver of Fees. Every custodian, unless otherwise required by law, is encouraged to waive fees where disclosure would benefit the public interest.



City of Cambridge

8.

COUNCILLOR D. SULLIVAN

IN CITY COUNCIL

January 9, 1984

WHEREAS:

An important right of Massachusetts citizens, guaranteed by the state Freedom of Information Act, is the right to inspect, and copy for a reasonable fee, the public records maintained by their state and local governments; and

WHEREAS:

Regulations of the State Supervisor of Public Records (950 CMR 32.06, authorized by G.L. ch.66, § 1, 10), a copy of which are attached, ordinarily limit the fee for photocopying public records to 20 cents per page, with certain exceptions; and

WHEREAS:

Some recent reports indicate that some Cambridge city departments and agencies may be charging substantially higher fees for copying public records, without authority to do so; therefore be it

ORDERED:

That the City Manager inform all city departments and agencies of the maximum fees which may legally be charged for photocopying public records; and be it further

ORDERED:

That the City Manager survey all city departments and agencies to ascertain what fees they are charging, and report in writing to the City Council within three weeks any such fees which exceed 20 cents per page, together with the legal authority (if any) for such higher fees.

In City Council January 9, 1984.

Adopted by the affirmative vote of 9 members.

Attest:- Paul E. Healy, City Clerk.

A true copy;

ATTEST:-

Paul E. Healy, City Clerk.

Order # 8 F-5

C.D. Sullivan order re: City Manager to survey all city dept.'s & agencies in order to ascertain what fees they are charging for photocopying public records & report to the Council within 3 weeks on fees in excess of twenty cents per page.

In City Council,

January 9, 1984.

1/9/84

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