



MINNESOTA ZOO

Data Copy Costs

Minnesota Zoological Gardens

November 2018

WHEN THE REQUEST IS TO INSPECT DATA

Inspection of paper and electronic documents is always free of charge when no copies are requested. If copies are requested from the inspection, copy cost charges apply.

WHEN THE REQUEST IS FOR COPIES OF DATA

MN Zoo does not charge for paper or electronic copies if the cost is less than \$10.

Paper Copies:

- Page: one side of black and white letter or legal size paper
- Under 40 pages: no cost
- 40 pages and over: .25 cents per page
- 100 and over: Actual costs

Electronic Copies:

- Actual costs

Paper and Electronic Copies:

- Actual costs for gathering and transmitting electronic data
- .25 per page for paper copies (see above for breakdown)

WHAT ARE ACTUAL COSTS

Actual costs include:

- Staff time to search and retrieve documents
- Staff time to electronically transmit data
- Staff time to scan paper documents requested to be sent electronically
- Colored copies
- Large format copies such as maps
- Material costs: CDs, flash drives, etc.
- Mailing costs

FEES

Copy fees must be received prior to sending the copies.

If copy costs are estimated to be more than \$100, a down-payment of one-half of the estimated amount is due prior to search and retrieval.

A request for data must be complete before we will process additional requests from the same requestor.