



## CITY-WIDE PUBLIC RECORDS AND DOCUMENT SERVICES FEE SCHEDULE

Effective Date: February 2, 2022

GENERAL		
Type	Service	Fee (per unit)
Black & White Documents (Non-Custom) 8.5X11 8.5X14 11X17 24X36	Routine search and copy	 \$ .10 \$ .15 \$ .20 \$ 2.00
Color Documents (Non-Custom) 8.5X11 8.5X14 11X17 24X36	Routine search and copy	 \$ .10 \$ .15 \$ .20 \$ 3.00
Compact disc, DVD, other audio or video media	Charge for media only.	\$ 1.00
Mylar	Charge for media only.	\$ 15.00
Black & White Photo (Non-Custom) Copy paper Photo paper	Routine search and copy	 \$ .10 \$ .20
Color Photo (Non-Custom) Copy paper Photo paper	Routine search and copy	 \$ .10 \$ .20
Minutes/Recordings	Copies of minutes or audio recordings of public meetings.	No charge
Notary Services  Acknowledgment, first signature of each signer Each additional signature of each signer Jurat, each signature on the affidavit	Charge per document.	  \$ 15.00  \$ 7.50  \$ 15.00
Certified Copy	Charge per document.	\$ 7.50



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Type	Service	Fee (per unit)
Administering an oath or affirmation without a signature	Charge per document.	\$ 7.50
Postage	USPS or certified w/receipt.	Current Rate
Research Fee (Extraordinary Use of Personnel or Technology)	Fee is assessed in 30 minute increments after the first 10 hours.  *An estimate will be provided to the requestor if it is determined extraordinary research is required, a deposit may be required.	Not to exceed \$35 per hour (charged at the actual hourly rate of the position(s) required to conduct the research). Total fee shall not exceed \$0.50 per page contained in the records request.*
Medical Record		\$ .60

Any Department Director may approve the waiver of fees.

The City of Henderson web site address is <http://www.cityofhenderson.com>  
Many public records are available for inspection at no charge.