



# Century College Policy

## 5.25.0.1.2 Schedule of Standard Copying Costs

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Century College shall collect all necessary fees prior to releasing copies, unless other arrangements for payment have been agreed upon. Century will not charge another governmental entity for copies usually provided as part of the normal course of business. Checks for copies provided should be made out to “Century College.”

The standard charge for making copies of data in response to data practices requests is 25 cents a page. This charge is based on the actual average labor and material costs of support staff making copies on office photocopiers.

Some data requests involve producing copies from computer, microfilm, or other machine-based recording systems. In those instances, Century’s standard charge is the actual labor plus material costs of producing copies from those systems. The actual cost of labor will depend upon the personnel required for the request. Century may provide an estimate of costs before completing a request.

In addition to charging for the cost of copying, Century’s policy is to charge for the cost of searching for and retrieving the data to be copied, as permitted under the Minnesota Government Data Practices Act refer to Minnesota Statute §13.03, Subdivision 3 and 1304, Subdivision 3 (providing that where the requester asks for copies of public data and the requester is not the subject of the data, the requester may be charged for the actual costs of searching for and retrieving the data to be copied). Century’s charge for searching for and retrieving data for the purpose of copying will depend upon the personnel required for the request.

Century’s policy is also to charge for any actual costs incurred for mailing or electronically transmitting the copies requested. We may also charge a fee for copies of data that have commercial value.

**Note:** The responsible authority designee handling a data practices request for copies of data retains the discretion to reduce or waive the college’s standard charges for copying in appropriate circumstances, such as when copying costs are minimal.

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