

EXHIBIT 2

Photocopying Charges

Regular Photocopy Charge*

(if 100 or fewer pages of black and white letter or legal size paper copies are requested)

\$.25 per page**

\$.05 per page for additional copies of the same document

Special Copy Charge

(charged in all other circumstances, including requests to provide data electronically or by facsimile)

Actual Cost*

* the “actual cost” means the cost of any materials (paper, copier ink, staples, CDs/DVDs, video/audio tapes, etc.), any special costs associated with making copies from computerized data, such as writing or modifying a computer program to format data, any mailing costs and any vehicle costs directly involved in transporting data to the appropriate facility when necessary to provide copies. In addition, “actual cost” also includes City staff time spent making, certifying and compiling the copies (when requested by the data subject). For requests by anyone other than the data subject, the “actual cost” also includes City staff time spent retrieving the data to be copied, sorting and labeling the documents (if this is necessary to identify what is to be copied), removing staples or paper clips, taking documents to the copier for copying as well as making, certifying and compiling the copies. Labor costs are never charged for separating public from not public data.

**With the exception of patient health records maintained by the City in the course of providing its ambulance service. The City will charge the amounts set forth in Minnesota Statutes Section 144.292, subdivision 5 for these records OR the charges set forth in this Exhibit. The amount to be charged by the City will be whichever results in a lesser charge.

Document Charge

(charged for certain frequently requested documents, such as zoning codes, maps, etc.)

Fee as established in the City fee schedule