

Mentor Police Department

Public Records Compliance

FEE SCHEDULE

- Plain Paper Photocopies (Reports, Documents, Photo Images)
 - No Charge – Under 40 copies
 - \$.05 per page – Any copies beyond 40 (Includes all related requests)
- Digital Media Storage
 - \$1.00 per CD/DVD
 - \$5.00 per Flash Drive
- Video Records (Per O.R.C. 149.43(B)(1))
 - \$10.00 per video set overhead cost fee
 - \$28.00 per hour (Actual cost to review, redact, upload, or produce video records)
 - Transmission Fees (DVD/VD - \$1.00, Thumb Drive - \$5.00, Cloud Share - \$2.00)
 - Maximum fee of \$75 per hour of video produced, \$750 maximum per request
- For any other types of media, the fee shall be for replacement and/or reproduction costs only if a commercial or professional service is contracted to provide the copy. If the police department creates a copy, a reproduction fee may not be charged.

IMPORTANT

- All fees must be paid prior to any records being disseminated.
- The Mentor Police Dept. reserves the right to request payment of the estimated actual cost to produce video records in advance of starting the process. In addition, the police department retains the right to charge up to an additional 20% of the initial estimate, upon completion, for actual costs incurred above the estimated actual cost.
- We reserve the right to waive fees or request advanced payment of the estimated cost.
- For security reasons, personnel cannot accept drives for digital record distribution.


Chief Kenneth Gunsch