

Knox County Emergency Communications District Records Fees Policy

The Knox County Emergency Communications District (KCECD), in compliance with state law, may assess a processing fee for setup and processing of requests for copies of records. The processing fee shall only be charged if the processing of the request exceeds the one (1) hour labor threshold as established in the Office of Open Records Counsel Schedule of Reasonable Charges.

The processing fee listed below is applicable to the physical release of any KCECD record, regardless of medium.

The processing fee shall be based on the rate of \$25.00 per hour.

The processing fee will only be charged for time spent beyond the one (1) hour labor threshold.

There is no charge to review records on-site.

The cost of any digital recordings shall be in addition to the processing fee noted above and any paper records fee as listed above. If necessary or requested, a flash drive may be utilized; the cost of the flash drive is based upon capacity needed which covers the cost.

Prior to the actual release of records, the designated PRRC shall provide an estimate of the reasonable costs of the records to the requestor.

KCECD shall review all fees annually to determine if adjustments need to be made either due to changes in state law or in the costs associated for the processing of records.

The collection of any fees associated with the copying and/or release of the records shall be made prior to the release of those records. Fees are to be collected by the Director of Administration or his/her designee; the PRRC may act as the designee if the Director or designee is not available.