

SWHA RECORDS REQUEST FEE SCHEDULE

Cost	Customized service charge (in addition to fees for copies-see below)
No cost	In person review of the requested documents Downloading of documents placed on housing authority website
15 cents/page	Photocopies of hard copy documents produced on housing authority equipment. 8.5" x 11" or 8.5" x 14" sized sheet.
30 cents/page	Photocopies of hard copy documents produced on housing authority equipment. 11" x 17" sized sheet.
10 cents/page	Scanned records produced on housing authority equipment
5 cents per 4 electronic files or attachments	Records uploaded to email, or cloud based data storage service or other means of electronic delivery
10 cents/gigabyte	Records transmitted in electronic format or for use of housing authority equipment to send records electronically
Actual	Digital storage media or devices (e.g., USB, CD/DVD)
Actual	Any container or envelope used to mail copies
Actual	Postage or delivery charges
Actual	If, at the housing authority's discretion, materials need to be copied by an outside source, the housing authority may charge the actual cost of this service.
\$2 flat fee	As an alternative to the charges above, the housing authority may charge a flat fee of \$2 for any request when the housing authority reasonably estimates and documents that the costs are equal to or more than \$2. If applied to the initial installment, additional flat fees shall not be charged for subsequent installments.
Actual	In addition to the charges set forth above, the housing authority may charge a customized service charge if the housing authority estimates that the request would require the use of information technology expertise to prepare data compilations, or provide customized electronic access services when such compilations and customized access services are not used by the housing authority for other agency purposes. The housing authority will not assess a customized service charge unless it has notified the Requestor of the charge to be applied to the request, including an explanation of why the customized service charge applies, a description of the specific expertise, and a reasonable estimate of the charge.