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|  | City Clerk’s Office  Public Records  Reproduction  **Fees \*(1/10/17)**  **(NOTE: Fees must be paid in advance before release of records)** | |
| * **PAPER** | | |
| Photocopies | | $0.25 per printed image (double sided is $0.50) |
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| Oversized Copies (greater than 11 x 17) | | Fees range from $1.00 to $4.50 (based on size) |
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| Audio CD(s) / Cassettes | | $5.00 each |
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| Data CD (copy of existing data CD) | | $5.00 |
| Data CD (if CD is created from paper documents and put onto a CD) | | $0.25 per image ($5.00 minimum charge) |
| DVD – Mayor & Council Meeting | | $5.00 per DVD Video is also available online at: <http://www.tucson12.tv> |
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| **\*Electronic Copy – E-Mailed**  **\*(If already in electronic form)**  **\*Electronic Copy – E-Mailed**  **\*(If electronic copy is created from paper documents)** | | **Free of charge**  **$0.25 per image** |
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| **PUBLICATIONS** | | |
| Tucson City Code | | Available free of charge online at: |
|  | | <http://www.amlegal.com/library/az/tucson.shtml> |
| Tucson City Charter | |  |
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| **MISCELLANEOUS** | | |
| Commercial Request | | The value of the reproduction on the commercial |
|  | | market as best determined by the public body. |
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| Postage | | Actual cost of Postage – postage will be added to all requests being mailed and must be paid prior to mailing. |
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| Media Request | | The first copy of each public record requested will |
|  | | be provided free of charge |
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| Public Records | | Available for review in the City Clerk’s office free of |
|  | | charge. |
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| Agendas and Notices | | Available free of charge online: |
|  | | <http://cms3.tucsonaz.gov/agdocs/> |
|  | | <http://cms3.tucsonaz.gov/clerks/boards-committees-commissions> |
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| Notary Services | | Available in the City Clerk’s office free of charge. |