

SCHEDULE OF CHARGES FOR PUBLIC RECORDS REQUESTS
pursuant to 1 V.S.A. § 316(e)
Town of Pomfret, Vermont

Pursuant to 1 V.S.A. § 316(e), the Town of Pomfret Selectboard establishes the actual cost charges listed below for copies of public records and the amount that may be charged for staff time, when such a charge is authorized under 1 V.S.A. § 316. To determine actual cost charges, the Selectboard has considered the same factors used by the Secretary of State.¹

More information about requesting public records from the Town of Pomfret may be found in the Public Records Inspection, Copying, and Transmission Policy approved by the Town of Pomfret Selectboard on March 5, 2025 and available on the Town of Pomfret's website, pomfretvt.us.

- (1) For staff time involved in physically duplicating a record, \$0.75 per minute after the first 30 minutes.
- (2) For information technology specialists' time spent extracting data from databases, or performing similar tasks necessary to comply with a request to create a new public record, \$2.25 per minute.
- (3) For black-and-white photocopies up to 8.5 by 14 inches, \$0.10 per single-sided page, \$0.20 per double-sided page.
- (4) For black-and-white photocopies greater than 8.5 by 14 inches and up to 11 by 17 inches, \$0.25 per single-sided page, \$0.50 per double-sided page.
- (5) For color photocopies up to 8.5 by 14 inches, \$0.25 per single-sided page, \$0.50 per double-sided page.
- (6) For color photocopies greater than 8.5 by 14 inches and up to 11 by 17 inches, \$0.50 per single-sided page, \$1.00 per double-sided page.
- (7) For compact discs or digital video discs, \$0.75 each for write-once CD/DVD (case not included), \$1.50 each for re-writable CD/DVD (case not included).
- (8) For flash drives up to 128 GB, \$15.00.

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¹ **Note:** There are fees for copies of public records that are established by statute that may override the fees established by this schedule.

APPROVED by the Selectboard this 5th day of March, 2025, and effective until amended or repealed.

Benjamin Brickner, Chair

John Peters Jr., Vice-Chair

Meg Emmons

Steve Chamberlin

Emily Grube