



CITY-WIDE PUBLIC RECORDS AND DOCUMENT SERVICES FEE SCHEDULE

PER HMC 2.47.85, ORDINANCE NUMBER 2955

Effective Date: January 18, 2012

GENERAL		
Type	Service	Fee (per unit)
Black & White Documents (Non-Custom) 8.5X11 8.5X14 11X17 24X36	Routine search and copy	\$.10 \$.15 \$.20 \$ 2.00
Color Documents (Non-Custom) 8.5X11 8.5X14 11X17 24X36	Routine search and copy	\$.10 \$.15 \$.20 \$ 3.00
Compact disc, DVD, other audio or video media	Charge for media only.	\$ 1.00
Mylar	Charge for media only.	\$ 15.00
Black & White Photo (Non-Custom) Copy paper Photo paper	Routine search and copy	\$.10 \$.20
Color Photo (Non-Custom) Copy paper Photo paper	Routine search and copy	\$.10 \$.20
Notary & Certification 1 st Signature Each add't'l signature Oath or Affirmation w/out signature	Charge per document.	\$ 2.00 \$ 1.00 \$ 1.00
Certified Copy	Per document.	\$ 2.00
Postage	USPS or certified w/receipt.	Current Rate

Administrative Research	Hourly charge for extraordinary Research. Fee is assessed after the first hour of research at thirty (30) minute increments thereafter; deposit may be required.	\$ 40.00
Professional Research	Hourly charge for extraordinary research involving professional level staff and use of technological resources. Fee is assessed after the first hour of research at thirty (30) minute increments thereafter; deposit may be required.	\$ 65.00
Medical Record		\$.60

Fees should be deposited to: 1001-0000-310403

The City of Henderson web site address is <http://www.cityofhenderson.com>
Many public records are available for inspection at no charge.