



Records Request Fee Schedule

Case Reports	\$5.00 for each case report searched (Includes Retrieval) Additional fee of .25 cents per page No Charge for the first copy to persons indexed as a victim of the report
Calls For Service	\$5.00 for each address searched (Includes Retrieval) Additional fee of .25 cents per page
Mugshot	\$2.00 per mugshot
Case Photographs	\$5.00 if available
Research Fees To Include Audio/Video Redaction & Processing	\$30.00 per hour if available (1 hour minimum in addition to cost of removable media)
Removable Media	\$20.00 per removable media (No outside removable media will be accepted)
Jail/Medical Records	\$5.00 for each record searched (Includes Retrieval) Additional fee of .25 cents per page
Background & Custody Letters	\$10.00 Consists of only arrests/warrants and In Custody information made by the Adams County Sheriff's Office
Custom Requests	\$30.00 per hour (first hour free)

Note: Any records custodian may require and collect a 50% advance deposit of estimated research, retrieval, and copy fees for public records requests that will require significant staff time, and resources to complete. A records custodian may require and collect 100% advance deposit of estimated research, retrieval, and copy fees for public records requests from any person who has made a previous retrieval request and not paid or not come in to view the requested information. Full Payment is required upon completion. All records not picked up within 30 days will be destroyed.

24-72-305.5 Access to records – denial by custodian – use of records to obtain information for solicitation. Records of official actions and criminal justice records and the names, addresses, telephone numbers, and other information in such records shall not be used by any person for the purpose of soliciting business for pecuniary gain. The official custodian shall deny any person access to records of official actions and criminal justice records unless such person signs a statement which affirms that such records shall not be used for the direct solicitation of business for pecuniary gain.

24-72-306 Criminal justice agencies may assess reasonable fees, not to exceed actual costs, including but not limited to personnel and equipment, for the search, retrieval, and redaction of criminal justice records and may waive fees at their discretion. In addition, agencies may charge a fee not to exceed \$0.25 per standard page for a copy of a criminal justice record. Where fees for certified copies or other copies, printouts, or photographs of such records are specifically prescribed by law, such specific fees shall apply.