



# Jefferson Transit Authority Public Records Requests - Fee Schedule

*Effective: August 12, 2025*  
Resolution No. 25-24

<b>Service</b>	<b>Fee</b>
Inspection of agency records (on website or at office)	No charge
Black & white photocopy or printed page	\$0.15 per page
Scanned page	\$0.10 per page
Upload to email/cloud (4 files or attachments)	\$0.05
Electronic transmission (per gigabyte)	\$0.10 per GB
Electronic media (e.g. USB flash drive)	Actual cost
Shipping container (for mailed requests)	Actual cost
Postage (for mailed requests)	Actual cost
Outside vendor copying (for large requests if staff unavailable)	Actual cost
Customized service charge (e.g. color copies, maps, engineering drawings, photographs)	Actual cost
Total fees under \$2.00	Waived

- Payments accepted: cash (exact change), check or money order made payable to Jefferson Transit Authority.
- The Public Records Officer or designee may require a deposit of up to ten (10) percent of the estimated cost of the request.
- JTA reserves the right to revise this fee schedule with Authority Board approval.