

**INSPECTION OF PUBLIC RECORD ACT FEES & COSTS SCHEDULE**  
**Albuquerque City Clerk**

An invoice requesting payment will be provided to any person whose IPRA request has an associated fee or cost. The City Clerk's Office requires advanced payment of fees and costs before making copies of public records.

Fees and Costs

Unless otherwise provided by law, the City's fees and costs are as follows:

- The fee for paper copies is \$1.00 per printed page.
- The fee for a copy of a video produced via evidence.com/Axon platform is \$1.00 per video.
- The fee for the extraction of each 911 calls and Dispatch Aires is \$5.00.
- The fee for a 4-gigabyte electronic storage flash drive is \$9.00. This fee includes both the actual cost of the flash drive as well as a fee for copying records onto the flash drive.
  - Productions that require electronic storage mediums greater than 4 gigabytes will be charged at the actual cost to the City to purchase such device, in addition to a fee for copying records to the electronic storage medium.

Free Records

Requests for Albuquerque Police Reports that result in 10 pages or less will be provided to the requester free of charge.

Fee Waiver

A requester may apply for a waiver of the fees up to \$25.00 annually by submitting a "Fee Waiver Affidavit For IPRA Requests" form (Attachment A). The City Clerk will determine whether to waive the fees by issuing a "Determination of Fee Waiver Request" letter (Attachment B).

Effective Date

This Fee Schedule shall become effective on the date it is signed by the Chief Administrative Officer.

**RECOMMENDED:**

\_\_\_\_\_  
Ethan Watson  
City Clerk

\_\_\_\_\_  
Date

**APPROVED:**

\_\_\_\_\_  
Dr. Samantha Sengel  
Chief Administrative Officer

\_\_\_\_\_  
Date