



Montana Department of LABOR & INDUSTRY

Schedule of Costs for Public Records Request Production
(§ 2-6-1006, MCA)

Rates are subject to change based on the rates in effect on the date of the request.

Photocopy Charges

Per page	\$0.35. (Staff time spent on copying is included in the per-page charge.)
Records recalled from offsite storage	Actual cost
Staff time to prepare materials for copying	\$17.83 per hour ¹
If the request is for an extraordinarily large volume of printed material, the Department may have copies made by Print and Mail Services.	Actual cost

Electronic Media Copies

Staff time for copying electronic files	\$17.83 per hour after first half hour ¹
Electronic media	Actual cost
Mainframe and mid-tier processing charges, including processing time, transmission time, and report writing charges	Actual cost

Legal Review

Legal review and/or redaction of information	\$66.26 per hour after first half hour ²
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Other Rates

Custom computer programming by non-SITSD employee	\$31.95 per hour after first half hour ³
Research and/or analysis whether involving paper or electronic records	\$30.38 per hour after first half hour ⁴
E-mail export	\$127.78/hour
Other State Information Technology Services Division services	At cost per rate schedule. See http://sitsdservicecatalog.mt.gov/Services

¹Based on mid-point 2016 salary survey for Band 3 Administrative Assistant

²Based on mid-point 2016 salary survey for Band 8 Attorney

³Based on mid-point 2016 salary survey for Band 6 Computer Programmer

⁴Based on mid-point 2016 salary survey for Band 6 Management Analyst