

1. The Arkansas Secretary of State's office shall charge \$.25 per page for copying public records in response to all requests pursuant to the Act. The Secretary of State, at his or her discretion, may waive copying fees or provide copies of public records at a reduced fee if he or she determines that the request for public records was made primarily for a noncommercial purpose and that the waiver or reduction of the fee is in the public interest.

2. In responding to all requests for copying of public records, prior to copying, the Secretary of State shall estimate the fee for reproducing the public records. In the event the Secretary of State estimates that the total fee for reproducing the public records will exceed \$25.00, the Secretary of State shall notify the citizen of the estimated fee and require the citizen to pay the fee before copying the public records requested.

3. Upon request for a waiver or reduction of copying fees, the Secretary of State may require an explanation from the citizen regarding the intended purpose of accessing the public records. The Secretary of State may not, however, require an explanation from the citizen as a condition of inspecting or copying the public records.

4. In determining the estimated fee, the Secretary of State shall include the cost for mailing or otherwise transmitting the public records, if any. This shall not include personnel time associated with searching for, gathering, reviewing or copying the public records, subject to the exception in paragraph seven (7) below.

5. The Secretary of State shall provide an itemized breakdown of the fees for copying and transmitting the records requested. In the event it is necessary to redact exempt material from non-exempt material, this breakdown shall not include the cost of redacting. In other words, in the event it is necessary for the Secretary of State to make a copy of a public record before redacting exempt portions and then make an additional copy containing redactions, the Secretary of State shall only charge a fee for the copies provided to the citizen. Similarly, if the Secretary of State chooses to reproduce the public records provided to the citizen to maintain in its files, the Secretary of State shall not charge the citizen for the duplicate set maintained by the Secretary of State.

6. The Secretary of State may, at his or her discretion, summarize, compile or tailor electronic data in a particular manner or medium into an electronic format which is not otherwise readily convertible at the request of a citizen. When the cost and time involved in complying with this request is relatively minimal, the Secretary of State shall agree to provide the data as requested.

7. When the Secretary of State agrees to comply with a request to provide electronic data in a format which is not readily convertible, the Secretary of State shall charge a fee for all actual, verifiable costs of personnel time associated with complying with the request which exceeds two (2) hours; this fee is in addition to any associated copying costs as provided in paragraph one (1). The Secretary of State shall provide an itemized breakdown of the charges to the citizen. The charge for personnel time shall not exceed the salary of the lowest paid employee or contractor in the office of the Secretary of State who possesses the necessary skill and training to respond to the request.