

CITY OF BUCKEYE
Regular Council Meeting
COUNCIL ACTION REPORT

MEETING DATE: 07/01/25	AGENDA ITEM: 4.W. PD - Public Records Fee Adjustment
DATE PREPARED: 07/01/25	DISTRICT NO.:
STAFF LIAISON: Robert Sanders, Chief of Police, rsanders@buckeyeaz.gov, (623) 349-6430	
DEPARTMENT: Police	AGENDA ITEM TYPE: Consent Agenda Items / New Business

ACTION/MOTION: (This language identifies the formal motion to be made by the Council)
Council to take action on Resolution No. 48-25 authorizing an update to police record fees and directing that information about the fees posted on the City's website.

SUMMARY

PROJECT DESCRIPTION:

The Buckeye Police Department last revised its public records fee schedule on November 6, 2017. Since then, operational costs—including staff labor, technology infrastructure, digital storage, and redaction processing time—have increased substantially. The current fee structure no longer recovers a reasonable percentage of the cost of fulfilling many public records requests, particularly those involving time-intensive redaction or large volumes of digital media such as body-worn camera footage.

The proposed fees are modeled after the Arizona Department of Public Safety's current public records fee schedule, ensuring consistency with state-level standards and supporting cost recovery while maintaining compliance with Arizona's public records laws. Crime victims are not required to pay for records. Although the proposed fees may increase the cost to the requester for digital media requiring extensive redaction, the price for paper copies may decrease. For Example, a fifty-page report would cost \$13.00 under the new fee schedule as compared to \$20.80 under the old fee schedule.

Every three years, the Buckeye Police Department assesses the costs of producing records to comply with public records requests and recover administrative costs. The assessment intends to develop a cost recovery model that accurately recovers city costs and fairly charges the requester. Crime victims are not required to pay for public records requests.

Accordingly, the fee structure below is the result of the assessment.

Records Fee Schedule: Current vs. Proposed

	Current Fee	Proposed Fee
Service		

Service	Current Fee	Proposed Fee
Police Report Copies	- \$5.00 (1–10 pages) - \$10.00 (11–20 pages) - \$15.00 (21+ pages) + \$0.20/page over 21	\$9.00 for first 9 pages \$0.10 for each additional page
911 Audio Recordings	\$10.00 minimum (includes first hour of processing) \$0.35 per minute beyond	\$15.00 per DVD \$20.00 per flash drive (if delivered on physical media)*
Photos on CD	\$20.00 minimum (includes first 20 photos) \$3.35 per additional photo	Included in DVD/flash drive pricing above
Video Footage	\$25.00 minimum (includes 1 hour of redaction) \$0.67 per additional minute	\$21.33 per 30 minutes of redaction \$9.00 email delivery fee or media fee (DVD/USB)
Digital File via Portal	Not specified	\$9.00 via email (up to 5MB) or per selected delivery method

* DVD and flash drive pricing includes preparation, redaction, and file transfer labor.

BENEFITS:

Adjusting the fee structure allows for the actual costs of preparing records to be reimbursed.

FUTURE ACTION:

None at this time. The police department assesses public records redaction workload and costs recovery every 3 years. When necessary, the department will request that the Council adjust the records fees.

FINANCIAL IMPACT STATEMENT:

The adjusted fee structure will have a greater cost recovery associated with the preparation of the required Public Records Materials.

CURRENT FISCAL YEAR TOTAL COST:

N/A

BUDGETED:

No

FISCAL YEAR:
2025

Items related to a project or facility location must include an attached vicinity map for Council Review.

ATTACHMENTS:

[Summary -Records Fee Schedule.pdf](#)

[Resolution 48-25 _Police PR Fees Resolution.docx](#)