

Schedule 1-14-3
Fee Schedule for Public Records Requests

1. Copies of Public Records; Certified Copies. Copies of public records are \$.25 per copy for standard, letter size copies. Copies may be certified for an additional charge of \$3.75.
2. Copies of Sound Recordings. Copies of sound recordings of meetings are \$25.00 per copy.
3. Copies of Maps and Other Non-Standard Documents. The actual cost to the City for copying maps or other non-standard size documents will be charged to the Requestor.
4. Records on Compact Disk. Copies of public records may be provided on compact disk if the record(s) are stored in the City's computer system. Disks will be provided at a cost of \$25.00 per disk and may contain as much information as the disk will hold. Due to threat of computer viruses, the City will not permit a Requestor to provide disks for electronic reproduction of computer records.
5. Records Transmitted via Facsimile and Electronic Mail. The cost of public records transmitted by facsimile is \$2.00 for the first page and \$.50 for each additional page, limited to a 25 page maximum, not including the cover page. The cost of public records transmitted by electronic mail is \$2.00 per electronic mail, plus \$.25 per page and is limited to 10 MB in size per electronic mail.
6. Labor Costs. City personnel time for researching, locating, compiling, editing, summarizing, tailoring, or otherwise processing information and records will be at the hourly rate (or its equivalent) of the City personnel responsible for processing the information or public records request, which time will be charged in quarter-hour increments. The City will estimate the total amount of time required to respond to the public records request and the Requestor will make payment for the estimated cost in advance. If the actual time and costs are less than estimated, the excess amount paid will be refunded to the Requestor. If the actual costs and time exceed the estimated time, the difference will be paid by the Requestor at the time the public records are produced.
7. Delivery and Postage. The Requestor will pay the actual cost for delivery of the public records, including postage or courier fees.
8. Attorney Fees. As applicable, the Requestor will pay the actual attorney fees charged to the City for the cost of time spent by the attorney reviewing the public records, redacting material from the public records, and/or segregating the public records into exempt and nonexempt records. The cost of the attorney's time spent determining the application of the Oregon Public Records Law will not be included in the "actual attorney fees."
9. Additional Charges. If a request is of such magnitude and nature that compliance will disrupt the City's normal operation, the City may impose such additional charges as are reasonably necessary to reimburse the City for its actual costs of producing the requested public records.

Capitalized terms contained in this Schedule 1-14-3 that are not defined in this Schedule 1-14-3 have the meanings assigned to them in Ordinance No. 10-141-01.