

# CITY OF SILVERTON

## PUBLIC RECORDS FEES

ORS 192.324(4)(a) authorizes a public body to establish fees to reimburse for actual cost in making public records available. The actual cost may include: a charge for the time spent by the public body's staff in locating the public records; reviewing the records in order to delete exempt materials; supervising a person's inspection of original documents in order to protect the records; copying the records; certifying documents as true copies; or sending records by special methods such as express mail. The Silverton City Council adopted Resolution No. 19-14, establishing a system of recovering City expenses incurred in responding to public documents and records requests.

Upon request, an estimate of costs for staff time will be made, and if the time required to respond to the request exceeds that estimate, the requester will be informed prior to the research continuing. The City requires payment in advance for charges estimated to be over \$10.00. If the actual cost of responding to the request is less than the estimated cost, then the balance of the deposit shall be promptly refunded.

*Please be advised that all requests for public records must be made in writing.*

<b>Type of Record</b>	<b>Fee</b>
8.5 x 11 copy charge (black & white)	\$0.15 per page
8.5 x 11 copy charge (color)	\$0.30 per page
11 x 17 copy charge (black & white)	\$0.30 per page
11 x 17 copy charge (color)	\$0.60 per page
Photo paper	Additional \$0.60 per page
Nonstandard document	Actual reproduction cost
Fax	\$1.00 per page
Research requests up to 30 minutes	Reproduction costs only
Research requests 30 minutes and over	Reproduction costs + staff hourly wage (including benefits)

<b>Digital Media</b>	<b>Fee</b>
CD/DVD	\$5.00 each
8 GB USB flash drive	\$8.00
16-32 GB USB flash drive	\$10.00
64 GB USB flash drive	\$18.00
128 GB USB flash drive	\$32.00