## Public Records Request Calculation of Fees

Per ORS 192.324, the Scappoose Public Library has established fees reasonably calculated to reimburse it for the actual cost of making the public records available. In general, there is no charge for supplying public records if the request takes one half hour or less of staff time and can be supplied in an electronic format or with fewer than 20 photocopies. If the request is estimated to take longer than one half hour or consume more library resources, fees will apply. If the fee is higher than $25, the department will send the requestor a written cost estimate before proceeding with the request. The following is a list of charges:

* There is no charge for less than a half-hour of staff time. This minimum can only apply to one request per requestor per month.
* Staff time required to locate, produce, summarize or otherwise provide records (this does not include making copies; labor is included in the fee for copying):
	+ Secretarial/clerical, $25 per hour.
	+ Professional/technical, $45 per hour.
	+ Information Technology, $65 per hour.
	+ Actual attorney fees charged to the department for the cost of time spent by an attorney in reviewing the request and the actual records or segregating the public records into exempt and nonexempt records.
	+ Fees will be calculated to the nearest half hour.
* Photocopies, 10 cents per page (includes cost of labor). There is no charge for fewer than 20 pages. This minimum can only apply to one request per requestor per month.
* Maps and other non-standard documents: Charges of copying maps and other non-standard documents that cannot be produced on library equipment shall be billed at actual cost incurred.
* Other items that can be included in the cost of a copy:
	+ Shipping charges (including postage).
	+ Cost of fax transmission if long distance.
	+ Printing costs.
	+ Actual cost of any other supplies or services necessary to furnish the material.
	+ Other external processing charges.
	+ Fees must be limited to no more than $25. If the fee is over $25, we will submit an estimate of charges to the requestor. The requestor must confirm to pay the estimate before the district will proceed.

# Waiving fees

The library will evaluate requests to reduce or waive fees on a case-by-case basis. The library will take into consideration the cost of producing the information and whether making the records available primarily benefits the general public. A person who believes that there has been an unreasonable denial of a fee waiver or fee reduction may petition the district in the same manner as a person petitions when inspection of a public record is denied under ORS 192.410 to 192.505.