CITY OF EUGENE
PUBLIC RECORDS REQUESTS FEE SCHEDULE

	Fee or Formula
I. FEES	
A. Staff Time Charges	
1. Research	•Per hour charge based on salary and fringe of Admin Aide III, step 3, converted to hourly rate. (30 minute minimum) •Full cost of supervisor review, if required •Full cost of City Attorney review, if required
2. Staffing to Oversee Requestor's File Review	•Per hour charge based on salary and fringe of Admin Aide III, step 3, converted to hourly rate. (30 minute minimum)
B. Copy Charges	
1. Copies	•0 - 5 pages free •6+ $0.25 per page unless self-service •Oversized documents (larger than 11"x17") - $5.00 per page
2. Color Copies and Prints	•$1.50 per page
3. Microfiche Copies	•$0.25 per page self service •$0.75 per page staff assistance •$1.50 per page for oversized documents
4. Major Document for Sale	No charge if created by City seeking to provide information or requesting feedback. Printing cost if sold.
5. Reports:	
a. Published Reports	Printing Cost per copy

b. Police Reports*	CAD - $5.00 State Accident Report - $5.00 Other Police Reports - $10.00 for first 10 pages; $1.00 per page for each additional page. Additional Charge for reports retrieved from Archives - $5.00
c. Fire Reports*	Fire Investigation Incident Report and Supplemental Report - $10.00 for first 10 pages; $1.00 per page for each additional page. (Does not include reports that are created in response to a specific request. Charges for those reports are set out in the Eugene Fire and EMS Department Services Fee Schedule.) Additional Charge for reports retrieved from Archives - $5.00

**Research fee is included in the report charge. However, if supervisor or attorney review is required, full cost for the review will be added to the report charge.*

6. Bid Plans & Specifications (Public Works Engineering Fees)	$15.00 - bid book + 11x17 plans (any number of plans) or 0-3 standard plans (24x36) $20.00 - bid book + 4-10 standard plan sheets $25.00 - bid book + 11 or more standard plan sheets $5.00 additional for large bid book See postage charges for rate if mailed
7. Maps	Per-copy printing cost
8. Large Maps	For maps larger than 11x17, refer requestor to LCOG for copies
9. Certificate of Occupancy Replacement Copy	$10.00
10. Inspection Field Card Replacement Copy	$10.00
11. Job Site Replacement Plans	Charge based on research formula plus cost of plan size copies

C. Tapes, DVDs, CDs, Disks

1. **Video Tape**	$25.00 for 1st tape $15.00 each additional per request (unless vendor cost to City is higher) Some Police videos must be reviewed for confidentiality; an additional research charge may be incurred for this review.
2. **Audio Tape**	$8.00 City tape $4.00 if tape provided by requestor (unless vendor rate is higher)
3. **911 Audio Tape**	$60.00 per call
4. **CDs & Floppy Disks**	$1.50 per CD, plus staff time, with $5.00 minimum, plus postage if mailed
5. **DVDs**	$25.00

D. Photos

1. **Photos - Black and White**	Labor plus supply to reprint, or vendor cost plus staff time
2. **Photos – Color**	Charge based on research formula plus cost of medium (digital and paper copies)
3. **Aerial Photos**	$5.00 per page - 3 day delivery
4. **Negatives**	$5.00 for 1st roll $2.50 for each additional roll
5. **Contact Sheets**	$5.00 per sheet
6. **Slides from Negatives**	$25.00 – 24 $30.00 - 36 $15.00 - additional roll (copy)
7. **Slides Standard Develop**	$12.00 – 24 $ 7.00 additional copies
8. **Mug Shots**	$10.00* *Release subject to City Attorney review

E. Miscellaneous

1.	**Police & Fire Dispatch Frequency**	$300.00 per call
2.	**Lists and Labels**	Calculated the same as the research formula; if no research, copy charge
3.	**Computer Program Work**	Salary and fringe of Application Support Tech, step 3. (30 minute minimum)
4.	**Postage**	1-5 pages = No charge 6-10 pages = $1.00 11-30 pages = 1.50 31-60 pages = $2.50 61 pages and over = Actual postage cost Small plans and specs = $5.00 Large plans and specs = $6.50 CDs = $1.00 per CD
5.	**Certifying Copy of Public Record**	$5.00
6.	**Fax Charge**	$2.00 flat fee plus $0.25 per page

**(This service is available only in departments that are equipped to take e-payments. See Section II for information regarding payment of charges.)*

7.	**E-Mail**	$2.00 flat fee plus $0.25 per page if a document needs to be copied before scanned.

**(This service is available only in departments that are equipped to take e-payments. See Section II for information regarding payment of charges.)*

II. PAYMENT OF CHARGES. Cost estimates will be provided to the requestor. The requestor must agree to pay the estimated amount prior to staff response to the request. The requested document(s) shall not be released without the requestor's payment of the applicable fee.

III. WAIVER.

A. Level 1 and 2 Requests (as defined in Administrative Order No. 21-04-01).

(1) Request in Writing. All requests for a fee waiver must be submitted in writing and state the reason or basis for the request. The City Recorder will review all fee waiver requests except Police Records waiver requests, which will be reviewed and responded to by the Shift Records Supervisor on duty when the request is received, and requests to Municipal Court, subject to criteria in Section (b)(2) below.

(2) Criteria for Waiver.

(a) Fees for police records may be waived based on the ability to pay and the need for the record for court purposes.

(b) Fees for Municipal Court records may be waived for parties to the proceeding based on the ability to pay and the need for the record for court purposes.

(c) Fees may be waived when documents or information is exchanged with other governmental agencies for purposes related to governmental policy or procedures. The fee will not be waived if the governmental agency is seeking the information for other purposes.

(d) The media will not be charged for documents the City provides for public relations purposes or offers for "public distribution," but will be charged when the information is formally requested by the media. If a media waiver request is based on a public benefit to be derived, a 25% reduction may be made in copy charges.

(3) Appeal of Fee Waiver Denial. Any person whose request for a fee waiver is denied may appeal the denial to the Lane County District Attorney as provided in ORS 192.440(5).

B. Level 3 Requests. No fees are charged for Level 3 requests, or for providing Level 3 documents in an alternate format, and they are not subject to this section.

IV. RESEARCH.

As used in this order, "research" includes the staff time required to locate, summarize, compile, or tailor a record and any staff standby time incurred while a requestor is inspecting the record(s).