

## **Public Records Request Instructions and Fee Schedule**

1. Requests must be in writing using the public records request form.
2. If inspection of documents is preferred over copies, such inspection shall occur during normal business hours Monday – Friday, 9:00am to 2:00pm.
3. Clatskanie RFPD will submit a cost estimate to the requestor to provide the requested documents, including copying charges, research time (if required), and separating exempt from nonexempt materials. There is no research cost for the first ½ hour of staff time. Requestor must confirm to Clatskanie RFPD to proceed with the request following receipt of the cost estimate.
4. If the estimated cost is \$25.00 or more, Clatskanie RFPD shall require payment in the full amount of the estimate before fulfilling the request. If the actual cost exceeds the estimate, Clatskanie RFPD will not release the documents until the fee is received in full.
5. If the estimated cost is less than \$25.00, Clatskanie RFPD will fulfill the request and present the requestor with an invoice to be paid before release of the documents.

### **FEE SCHEDULE**

Photocopying charges: \$0.25 per page

Sound Recordings of Meetings: \$10.00

Copies of Maps and Other Nonstandard Documents: Charges for copying maps or other nonstandard size documents shall be charged in accordance with the actual costs incurred by the District.

Research cost: Staff hourly wage, plus benefits (first ½ hr. free)