

Procedure Title:	Public Record Request Fee Structure		
Procedure Number:	DHS-010-010-02	Version:	1.0
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Approved By: *Deputy Director of Operations*

Date Approved

Fee Structure

1. The following fees apply for each public records request. The fees listed below represent the most frequently requested formats for information.
2. Fees for information requested in formats other than those listed below will be determined on a case-by-case basis by the public records officer.
3. Fees - General
 - A. No charge to provide an estimate of costs to prepare the records for distribution.
 - B. No charge for the first 30 minutes of staff time to provide the information requested.
 - C. Staff time will be charged at \$28.00 per hour, after the first 30 minutes, to be billed in increments of 15 minutes.
 - i. Cost for actual duplication of the records will be charged in addition to the staff time charges.
 - D. When the Department of Justice's Attorney General services are used to process the request, the time required will be included in the estimate of time required to complete the request.
 - E. When the Department of Justice's Attorney General services are used to prepare the records the estimate will include the cost of those activities, such as redacting materials, segregating into exempt and non-exempt, etc. *Note:* Costs associated with application of ORS 190.410 to ORS 192.505, relating to appropriateness of inspecting the records [OAR 407-003-0010 (1)(b)] will not be charged.
4. Duplication of the records
 - A. Single-sided printed or photocopied pages.
 - i. No charge for the first 10 single-sided printed or photocopied pages.
 - ii. Each single-sided printed or photocopied page after the first 10 single-sided pages will be charged at \$0.25 per page.
 - B. Double-sided printed or photocopied pages.
 - i. No charge for the first 5 double-sided printed or photocopied pages.
 - ii. Each double-sided printed or photocopied page after the first 5 double-sided pages will be charged at \$0.50 per page.

- C. Other Media Types
 - i. Actual cost of materials will be charged for producing information on other media types, including but not limited to: audio tape, video tape, CD, DVD, microfilm, magnetic tape, or other media not listed above.

5. Delivery of records

- A. On-site Delivery
 - i. There will be no delivery charge for records picked up at the location where the records exist.
- B. Facsimile
 - i. There will be a charge of \$0.30 for each page faxed.
- C. Mail or Other Delivery Service
 - i. The actual cost of mailing or shipping the materials will be charged.

Policies and Procedures that apply

[DHS-010-010](#): Public Record Request and Fee Policy

[DHS-010-010-01](#): Public Record Request, Receipt, Payment and Delivery Procedure

[DHS-010-010-03](#): Public Record Request Fee Reduction or Waiver Procedure

Forms that apply

DHS 5107: Request for Disclosure of Public Records Form - [PDF](#) or [Word](#)

DHS 5106: Receipt of Public Records Request Form - [PDF](#) or [Word](#)

DHS 5108: Request for Reduction or Waiver of Public Record Request Fee - [PDF](#) or [Word](#)

DHS 0286: Signature Authorization – [PDF](#) or [Word](#)

AR 3300: Account Receivable/Billing Request - [PDF](#) or [Word](#)

Contacts

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Procedure History

- **Version 1.0:**
 - 06/09/2008 – Initial Release