

Note: Fees must be paid before records are released. Total cost may vary according to specific request.

1. 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):
 - A. Information Services staff, \$25.00 per hour. If the estimated costs involved in fulfilling your request exceed \$25.00, the County will advise you of the revised cost estimate and require your approval before moving forward. Pre-payment of the estimated costs may be required before taking further action on your request.
 - B. Full payment of the total amount of cost incurred is required before the copies are released.
 - C. Payment shall be in the form of cash or credit/debit card. For credit and debit cards a convenience fee in the amount of \$2.00 or 2.5% applies, whichever is less.
 - D. Actual attorney fees charged to the department for the cost of time spent by an attorney in reviewing the actual records, redacting material from the public records, or segregating the public records into exempt and nonexempt records.

There is a one hour minimum charge for all staff time for each request received.

2. Photocopies/microfilm copies are charged as follows: Per record located a \$3.75 document location fee and .25 cents per copy (this includes labor). ORS 205.320
3. Audio Tape or CD cost is equal to approved county clerk's fee schedule (includes staff time).
Copy of County Clerk Fee Schedule attached.
4. Certified document: \$7.75 plus .25 per page
5. 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.
 - * External processing charges, actual charges for the job.