

# Public Record Request Fees



Description	Fee	Department
<b>Photocopies - Fees are Citywide unless otherwise designated</b>		
Black and White - Citywide	\$0.15	All
Color (8.5" x 11")	\$0.75	City Manager's Office
Color (8.5" x 14")	\$0.90	City Manager's Office
Color (11" x 17")	\$1.00	City Manager's Office
<b>City Council</b>		
DVD of Council Meetings	\$20.00	City Manager's Office
<b>City Managers Office</b>		
<b>Public Records Request</b>		
Administrative Personnel Review - in excess of 30 Mins of staff time	\$60.00/hour	City Manager's Office
Analyst Personnel Review - in excess of 30 Mins of staff time	\$80.00/hour	City Manager's Office
Manager Personnel Review - in excess of 30 Mins of staff time	\$100.00/hour	City Manager's Office
Legal Review	\$235.00/hour	City Manager's Office
<b>Public Records Request - Media</b>		
Media Public Records Request - in excess of 6 hours of staff time*	\$80.00/hour	City Manager's Office
Media Public Records Request - in excess of 3 hours of City Attorney time*	\$235.00/hour	City Manager's Office
<i>*If a media representative files multiple records requests, related or not, the charges apply to each individual request. Fees related to Police records, requested by media representatives, are listed on the Police fees page.</i>		
<b>Finance Records Fees</b>		
Budget and Annual Comprehensive Financial Report (ACFR)	Cost of Printing	Finance
Lien Search Fee	\$25.00	Finance
<b>Fire and Rescue Records</b>		
Fire Report (Unless UST, AST, or Hazmat)	\$30.00	Fire and Rescue
UST, AST or Hazmat Reports	Minimum \$30.00 non-refundable deposit, plus \$30.00 per hour	Fire and Rescue
Inspection Report	\$30.00	Fire and Rescue
Photographs (CD)	\$30.00	Fire and Rescue
EMS Pre-Hospital Report *	\$30.00	Fire and Rescue
USB fee (if USB requested by recipient)	\$5.00	Fire and Rescue
Public Safety Permit	no charge	Fire and Rescue
<i>*ORS 192.521 Medical Records Cap in place for all medical records. No more than \$30 for copying 10 or fewer pages of written material, \$0.50 per page for pages 11 through 50, \$0.25 for each additional page, Actual costs of preparing an explanation or summary of protected health information, if requested by an individual or a personal representative of the individual.</i>		

# Public Record Request Fees



Description	Fee	Department
<b>Planning Records</b>		
Black and White Copies	\$0.15	Planning
Color (8.5 X 11)	\$0.75	Planning
Color (8.5X 14)	\$0.90	Planning
Color (11X17)	\$1.00	Planning
Prints (18 X 24)	B/W: \$9.00	Planning
	Color: \$11.25	Planning
Prints (24 X 36)	B/W: \$11.75	Planning
	Color: \$16.30	Planning
Prints (36 X 48)	B/W: \$17.30	Planning
	Color: \$26.30	Planning
Amberglen Plan	\$25.00	Planning
	Appendices: \$10/CD	Planning
Comprehensive Plan	no charge	Planning
Comprehensive Plan Map	\$25.00	Planning
Public Facilities Plan	\$15.00	Planning
South Hillsboro Community Plan	\$20.00	Planning
Tanasbourne Town Center Plan	\$15.00	Planning
Transportation System Plan	\$30.00	Planning
Witch Hazel Village Community Plan	\$20.00	Planning
	Appendices: \$25	Planning
Zoning Map	\$25.00	Planning
<b>Planning Maps</b>		
<b>Maps - Color Aerial Photo Print (High Ink Use)</b>		
8.5" x 11"	\$8.25	Planning
11" x 17"	\$10.25	Planning
18" x 24"	\$15.75	Planning
24" x 36"	\$25.25	Planning
36" x 48"	\$44.30	Planning
<b>Maps - Color Aerial Photo Print (High Ink Use)</b>		
8.5" x 11"	\$7.25	Planning
11" x 17"	\$8.30	Planning
18" x 24"	\$11.25	Planning
24" x 36"	\$16.30	Planning
36" x 48"	\$26.30	Planning
<b>Maps - Black and White Prints (Low Ink Use)</b>		
8.5" x 11"	\$6.75	Planning
11" x 17"	\$7.35	Planning
18" x 24"	\$9.00	Planning
24" x 36"	\$11.75	Planning
36" x 48"	\$17.30	Planning

