

PUBLIC RECORDS PROCEDURES AND FEES

I. Procedures

Requests for public records in the custody of the City of Sutherlin must be submitted in writing on the form provided by the City. Requests for general public records should be directed to the City Recorder/Records Officer at Sutherlin City Hall. For Court records request contact the Court Clerk and for Police Records contact the Records Clerk at the Police Department. All are located at 126 E. Central Ave., Sutherlin, OR 97479.

If the City estimates that responding to a public records will cost more than \$25.00, the City shall provide the Requestor with a written estimate of the fees. The City will not process the public records request until the Requestor has paid the estimated fee. If the actual time and cost to process the request is less than estimated amount, the excess money shall be refunded to the Requestor. If the actual cost and time are in excess of the estimated cost, the difference shall be paid at the time the records are provided to the Requestor.

II. Fees (per Resolution No. 2015.11)

PAPER COPIES PER PAGE (per side)

\$0.25	8.5 x 11 black & white
\$0.50	11 x17 black & white
\$0.50	8.5 x 11 color
\$1.00	11 x 17 color
Additional \$0.50/page	Photo quality paper
\$8.00	Police Report, up to 6 pages
\$15.00	Police Report, 6+ pages

ELECTRONIC FORMAT COPIES

\$15.00	Each DVD
\$15.00	Each CD

STAFF RESEARCH FEES

Up to 30 minutes	Copying costs only
30 minutes to 2 hours	Copying costs + per hour staff costs of \$25/hr.
Over 2 hours	Copying costs + actual per hour staff costs, not to exceed \$45/hr.

MAPS & NONSTANDARD DOCUMENTS COPIES

Actual cost for reproduction

Reduced Fee or Free Copies: Pursuant to ORS 192.440(5), the City may furnish copies of public records without charge or at a substantially reduced fee if the City Recorder/Records Custodian, Court Clerk or Police Department Records Clerk determines that the waiver or reduction of fees is in the public interest because making the record available primarily benefits the general public.