

RESOLUTION NO. 2007-64

A RESOLUTION ESTABLISHING FEES AND CHARGES FOR PUBLIC RECORDS

Whereas, fees and charges for PUBLIC RECORDS are set forth in Resolution No. 96-128, and;

Whereas, it is necessary to charge a fee to recover the full cost of services in connection with providing public records;

NOW, THEREFORE, THE CITY OF SALEM RESOLVES AS FOLLOWS:

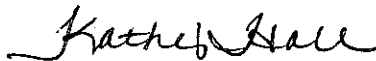
Section 1. There are hereby established, and there shall be collected, fees and charges for providing public records as set forth in "Exhibit 1," attached hereto and incorporated herein by reference.

Section 2. This resolution rescinds Resolution No. 96-128 and supercedes any other resolution to the extent it enacts fees and charges of the type set forth herein.


Section 3. This resolution is effective July 1, 2007.

ADOPTED by the Council this 9th day of ~~June~~^{July}, 2007.

ATTEST:



City Recorder

Approved by City Attorney: 

**CITY OF SALEM
FEE SCHEDULE - PUBLIC RECORDS REQUESTS**

Record Description	Fee Amount
I. Photocopy Charges	
8-1/2 x 11, 8-1/2 x 14, 11 x 17	\$0.35 per page/side Black & white
	\$1.00 per page/side Color
Oversized (larger than 11 x 17)	\$0.50 per page/side Black & white
	\$1.50 per page/side Color
II. Certified Copies	\$5.00 per document plus cost of duplication
III. Photographs	
Prints	\$5.00 - plus \$1.00 per page
On CD	\$20.00
IV. Paper Copies from Microfilm	
All sizes	\$1.00 per page
V. Cassette tapes, video tapes, CD or DVD	\$10.00 each
VI. Paper Copies from Electronic Media	Actual cost of retrieval
VII. Special Publications	
Salem Area Comprehensive Plan	\$20.00 each
Salem City Budget/CAFR	\$5.00 each
Salem City Charter	\$5.00 each
Salem Revised Code-new subscription	\$100.00 each
Salem Revised Code-updates	\$75.00 each, annually
Salem Revised Code-misc. pages	\$0.35 per page/side
Salem Transportation System Plan	\$20.00 each
Salem Zone Code-new subscription	\$15.00 each

Salem Zone Code-updates	\$7.50 each
VIII. Maps	
Public Records fees for maps are established in Resolution No. 2004-59, Geographic Information Systems (GIS) data and services, and any subsequent amendments thereto.	
IX. Postage	Actual cost of postage
X. Staff Research, Document Retrieval, and Review for Public Records that are Exempt from Disclosure	Per hour charge based on salary and fringe benefits of employee charged with task, converted to hourly rate. 15 minute minimum.
XI. Fire Dept. Reports	\$10.00 each
XII. Police Records	
a. Reports	
Photocopies and imaging	\$15.00 per report
Microfilm copies	\$15.00 per report
b. Searches	
Name/Address	\$10.00 per search
c. Photographs	
Prints	\$5.00 - plus \$1.00 per page
on CD	\$20.00
d. Copies of recorded tapes	
Video	\$20.00
Dispatch audio	\$10.00
Other audio	\$10.00
e. Police reports to victims of crime, other than victims of accidents.	No charge for first copy. \$15.00 per copy for each copy thereafter.
f. Face sheet of accident report or dispatch report to victims of accidents needing information.	No charge if approved by Shift Supervisor or Records Supervisor.

XIII. Fee Waivers	
a. A public records fee may be waived or substantially reduced if the Department Head finds waiver or reduction of the fee is in the public interest because making the record available primarily benefits the general public.	
b. A public records fee shall be waived for any neighborhood association for City materials necessary for that association's work related to the City.	
c. A public records fee shall be waived for records requested by any Salem citizen that relate to a matter pending before City Council or a City Board or Commission that specifically affects the citizen.	
d. A public records fee shall be waived for requests from the League of Oregon Cities and the International Municipal Lawyers Association.	
XIV. Exceptions	
Whenever a different fee is set by law or ordinance for copies of certain records, this fee schedule does not apply and the fee set by law or ordinance shall be the public records fee.	

(Adopted by Resolution No. 2007-64/Effective July 1, 2007)