

**CITY OF BOARDMAN
REQUEST FOR PUBLIC RECORD**

Date of Request: _____

I, _____, pursuant to ORS 192.311-192.478, am requesting the following public record (s) from the City of Boardman:

1. _____
2. _____
3. _____

The City shall respond to all public document requests within seven days or sooner, or within seven days, explain why more time is needed for a full response.

If any material contained in this request is exempt from disclosure, the City will provide the name of the document and the reason for the exemption.

Signature of Requester

Email Address

Mailing Address

Phone Number

FEE CHARGES

ORS 192.324 (4) authorizes a public body to establish fees to reimburse for actual cost in making public records available. The actual cost may include: a charge for the time spent by the public body staff in locating the public records; reviewing the records in order to delete exempt material; supervising a person's inspection of original documents in order to protect the records; copying records; certifying documents as true copies; or sending records by special methods such as express mail. The Boardman City Council adopted Resolution 14-2023, establishing a system of recovering the City's expenses incurred in responding to public documents and records requests.

Labor Costs:

The cost estimate for staff time shall be based on the staff person's regularly hour wage rate multiplied by the time estimated to respond to the request. There shall be no charge for the first half hour of staff time required to respond to a public records request.

All Fees must be paid before public records will be released.

For Office Use Only:

Date Request Received: _____

Date of Response to Request: _____

Action Taken: _____

Cost: _____

Public Records Fee Schedule

Description	Fee
Nominal Fee	\$2.50
Photocopies:	
Black & White	
8.5" x 11" (Letter) each side	\$0.25
11" x 17 (Tabloid) each side	\$1.00
Colored	
8.5" x 11" (Letter) each side	\$0.50
11" x 17 (Tabloid) each side	\$1.50
Compact Disk, or USB/Flash Drive, each	\$20.00
Research Fees	
Up to 30 minutes	Copy Cost Only
30 minutes to 2 hours	Copy Cost Plus \$25/hour
Over 2 hours	Employee cost plus overhead
Delivery	The actual cost for delivery of records such as postage and courier fees.
Attorney Review	Actual attorney fees charged to the city for the cost of the time spent by an attorney in reviewing the public records, redacting material from the public records or segregating the public records into exempt and nonexempt records.