



Duty • Honor • Community

HOODLAND FIRE DISTRICT #74

69634 E. Hwy 26 • Welches, Oregon 97067

hoodland@hoodlandfire.org

Phone 503-622-3256

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FEES FOR PUBLIC RECORDS

1. No charge will be made for a member of the public to inspect a non-exempt public record for the first 15 minutes. If the review requires more than 15-minutes, staff time (required for supervision) will be assessed at \$25 per hour in 15-minute increments. The total amount necessary shall be estimated by the person completing the service and shall be provided to the individual making the request. This charge shall be paid prior to actual completion of the request. Should the request take less time, the overpayment shall be refunded to the individual. Excess costs shall be billed to the individual making the request prior to being provided with the documents.
2. No charge will be made for the first 15-minutes of staff time to search for or review a public record. If the request requires more than 15-minutes of staff time, additional time will be assessed at \$25 per hour in 15-minute increments. The total amount necessary shall be estimated by the person completing the service and shall be provided to the individual making the request. This charge shall be paid prior to actual completion of the request. Should the request take less time, the overpayment shall be refunded to the individual. Excess costs shall be billed to the individual making the request prior to being provided with the documents.
3. The first 10 black and white 8"x11" copies will be provided at no charge. After 10 8"x11" copies, \$0.10 will be charged per side. Legal size copies [8"x14"] will be charged at \$.15 per side. 8"x11" color copies will be charged at \$0.50 per side.
4. Copies of non-exempt sound recordings of meetings shall be provided to the requester at a charge of \$5.00 per meeting. The Fire District will provide this on a CD unless provided with a different acceptable form for distribution.
5. Copies of maps or other nonstandard documents will be charged at a rate reflective of the actual costs incurred by the Fire District.
6. Additional charges may be assessed should the request be of such magnitude and nature that compliance would disrupt the normal operations. The Fire District should seek legal advice before completing such request.
7. Costs to mail documents to the requester shall include the cost of postage or other delivery fee plus any cost to package the requested documents (minimum of \$1.00). There is no delivery charge for electronically forwarding [E-Mail] a request for a document that is stored electronically. If documents need to be scanned prior to E-mail, the rate shown [2] above will be assessed.
8. The Fire District may NOT assess a fee of greater than \$25.00 without first notifying the individual making the request of the estimated cost and confirming in writing that they wish to proceed.