



ROD UNDERHILL, District Attorney for Multnomah County

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**Multnomah County District Attorney's
Public Records Fee Schedule**

ORS 192.324 permits a public agency to charge fees not to exceed its actual costs in making records available. This office will consider waiving or reducing our fees for any public records request that primarily benefits the general public. Records that require minimal expenditure of effort to located and review will be provided at no charge. As to any other records, we will provide you with an estimate of the total costs per the fee schedule below and may require prepayment of all, or a portion of, the fee prior to beginning work.

<u>Item</u>	<u>Cost</u>
First 20 pages	\$5.00 flat fee
Extra pages	\$0.25 per page (after 20 pages)
Cassette Tape	\$5.00
Video Tape	\$25.00
CD/DVD	\$31.00
USB drive	\$31.00
Photos	no extra charge (just \$0.25 / page)
Color copies	no extra charge
Other	actual costs incurred

If the per page cost will exceed \$31, we will provide those documents electronically on a CD/DVD/USB at a cost of \$31 per CD/DVD/USB, unless you inform us that you want printed copies, in which case you will be charged the standard per page cost. The materials costs are minimal, as these costs reflect labor costs associated with making records available. Providing your own CD/DVD/USB will not generally reduce the assessed fees.

The act of duplicating is covered in the per page costs above. To the extent that additional work is necessary to produce the records (for example: locating precise documents sought, segregating exempt and non-exempt records, running database queries, attorney review of documents, or supervising in-person review of records) that time will be billed at the rates below, which are all rounded down from our true costs.

<u>Item</u>	<u>Cost</u>
Clerical	\$40 / hour
IT Staff	\$50 / hour
Attorney	\$90 / hour

Older files that have not been destroyed per our records retention schedule are archived off-site. Our archival facilities charge us varying costs to retrieve materials, depending on where they are archived.

You will never be billed more than our actual costs in producing records. If we have overestimated our costs in a particular case, you will be refunded the difference between our actual cost and any prepayment made.