

CITY OF SALEM

FEE SCHEDULE – PUBLIC RECORDS REQUESTS

(Effective February 1, 2018)

Record Description	Fee Amount
I. Photocopy Charges	
a. 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
b. Oversized (larger than 11 x 17)	\$0.50 per page/side black & white \$1.50 per page/side color
c. Full-sized Blueprints	Actual cost charged by outside vendor
II. Certified Copies	\$5.00 per document plus cost of duplication
III. Photographs	
a. Prints	\$1.00 per page/side
b. On CD or other media	\$20.00 per CD/other media device
IV. Copies from Microfilm	
a. Paper copies	\$0.35 per page/side – black & white \$1.00 per page/side - color
b. Converted to other media	Actual cost charged by outside vendor
V. Cassette tapes, video tapes, CD or DVD	\$10.00
VI. Pretrial Discovery	\$20.00, up to 40 pages, additional materials as provided in Sections I through V
VII. Special Publications	
a. Salem Area Comprehensive Plan	\$20.00
b. Salem City Budget/CAFR	\$5.00
c. Salem City Charter	\$5.00
d. Salem Transportation System Plan	\$20.00
e. Salem Zone Code – new sub	\$15.00
f. Salem Zone Code – updates	\$7.50

Record Description	Fee Amount
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 possible exemptions (applies to all requests except where specifically included in fee)	Charge based on salary and fringe benefits of employee charged with task, converted to an hourly rate. Charged in 15 minute increments with a 15 minute minimum.
XI. Fire Records	
a. Reports and records where specific date and address or case number is given	\$15.00 each (Includes any staff research and retrieval time).
b. All other document requests	As provided in Sections I through X
c. Photographs	As provided in Section III
XII. Police Records	
a. Incident Reports (fewer than 25 pages)	\$20.00 per report (includes any staff research and retrieval time up to 30 minutes, additional time as provided in Section X). \$10.00 non-refundable search fee - included in \$20.00 fee. No charge for victim for first copy.
b. Incident Reports (between 25 and 50 pages)	\$30.00 per report (includes any staff research and retrieval time up to 30 minutes, additional time as provided in Section X). \$10.00 non-refundable search fee - included in \$30.00 fee. No charge for victim for first copy.
c. Incident Reports (over 50 pages)	\$50.00 per report (includes any staff research and retrieval time up to 30 minutes, additional time as provided in Section X). \$10.00 non-refundable search fee - included in \$50.00 fee. No charge for victim for first copy.

Record Description	Fee Amount
d. Name or address searches	\$15.00 per search
e. Photographs	As provided in Section III
f. Videos	As provided in Sections V and X
g. 9-1-1 audio tape where the specific date and address or case number is given	\$30.00 (includes any staff research and retrieval time of up to 30 minutes).
h. 9-1-1 audio tape where the specific date and address or case number is not given	As provided in Sections I through X
i. Face sheet of accident report or dispatch report to victim(s) of accident	No charge
j. All other document requests	As provided in Sections I through X
XIII. Fee Waivers	
a. A public records fee may be waived or substantially reduced if the Department Director finds that 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.	