Lane Transit District Public Record Request Fee Schedule

ORS 192.440(4) authorizes LTD to establish fees associated with public records requests. Fees charged for the provision of requested public records shall be based on the actual costs to be incurred by LTD for processing public records requests, including, but not limited to, staff time costs and costs associated with materials used in processing the requests.

LTD shall waive 30 minutes of staff time for all public records requests after which fees may be assessed for additional staff time, applicable services and supplies required to fulfill a Public Records Request in accordance with the applicable fee-schedule below.

The hourly rate charged for additional staff time will be based on the level of skill or expertise required to complete the work performed. Meaning, if work done to fulfill a request requires clerical level skills, agencies may only charge the clerical hourly rate time spent on that portion of the work (as a maximum), even if a managerial-level or professional-level employee actually fulfills the request on behalf of the agency.

LTD will not charge for staff time spent witnessing records inspection when the estimated cost of making public records available for inspection is:

- less than the cost of providing the requestor with a copy of the public record; or
- insignificant (requested public records are readily accessible and do not require review, redaction or segregation).

Fees will be charged for staff time required to redact exempt information from requested public records prior to release.

Fees for staff time required to fulfill a Public Records Request shall not exceed:

Standard Fee-Schedule

- $25/hour for Clerical (administrative, office specialists, other support staff)
- $40/hour for Managerial (Program Managers, Public Information Officers)
- $75/hour for Professional (IT, HR, High-level Analyst)
- DOJ, special attorney and other applicable legal fees: at the actual hourly rate charged for Public Records Request-related services. Fees are subject to statutory limitations described in ORS 192.440(4)(b).

Reduced Fee-Schedule

- $20/hour for Clerical (administrative, office specialists, other support staff)
- $32/hour for Managerial (Program managers, PIOs)
- $60/hour for Professional (IT, HR, High-level Analyst)
- $75/hour for DOJ, special attorney and other applicable legal fees.

Additional Cost Considerations

No additional cost considerations will be included in the invoiced amount passed on to the requester under this reduced fee structure.

Copy Charges

Costs for copies of public records shall be charged to the requestor as follows:

1. Standard Copies
    a. Black & White: $.05 per page
    b. Color: $0.12 per page
    c. Oversized documents (larger than 11” x 17”): Actual cost

2. Tapes, DVDs, CDs
    a. CDs and DVDs: $3.00 (plus staff time)
    (If video must be reviewed for confidentiality, an additional research charge may be incurred for this review.)
    b. Audio Tape - $8.00 (plus staff time).
    (If audio must be reviewed for confidentiality, an additional research charge may be incurred for this review.)

3. Miscellaneous
    a. Postage: Actual postage cost
    b. Certifying Copy of Public Record - $5.00

Attorney Fees

LTD may charge for attorney fees for the cost of 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.