

## Exhibit 1.B

### Willamalane Park and Recreation District Public Records Request Fee Schedule

#### Section 1 – General

ORS 192.440(4) authorizes Willamalane 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 Willamalane for processing public records requests, including, but not limited to, staff time costs and costs associated with materials used in processing the requests.

#### Section 2 – Staff Time Charges

Staff time costs shall include, but are not limited to, employee time spent while locating, reviewing, and copying records and supervising public inspection of records. Staff time costs shall be calculated at an hourly rate equivalent to the employee's salary plus benefits (computed at an hourly rate, 15-minute minimum) of each employee involved in processing the request.

#### Section 3 – 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: \$0.10 per page
  - c. Oversized documents (larger than 11" x 17"): Actual cost
  
2. Tapes, DVDs, CDs
  - a. CDs and DVDs: \$3 (plus staff time)  
*(If video must be reviewed for confidentiality, an additional research charge may be incurred for this review.)*
  - b. Audiotape - \$8 (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

#### Section 4 – Attorney Fees

Willamalane 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.