

**CITY OF GRESHAM  
PUBLIC RECORDS FEE SCHEDULE**

**COPIES OF STANDARD PUBLIC RECORDS**

8.5 x 11 (per page / side).....	\$ .25
8.5 x 14 (per page / side).....	\$ .25
11 x 17 (per page / side).....	\$ .50
Color Copies (per page 11 x 17 or smaller).....	\$ 1.50
Audio Cassette Recordings .....	\$ 5.00
Electronic Records (Data or Audio):	
CD/DVD readily available.....	\$ 5.00
Electronic Searches of City Server	
CD/DVD .....	\$ 5.00 plus
	Actual Employee Costs plus Overhead
VHS Tape.....	\$ 15.00
Microfiche/Microfilm per page.....	\$ .35

**SPECIAL PUBLICATIONS**

Gresham Revised Code.....	\$100.00
Annual Subscription for Gresham Revised Code .....	\$ 75.00
City Charter.....	\$ 5.00
City Budget (non-resident fee):	
printed .....	\$ 25.00
CD.....	\$ 5.00
City CAFR (non-resident fee):	
printed .....	\$ 25.00
CD.....	\$ 5.00
Public Works Standards (Sold as complete packet)	
Design Standards, Standard Construction Specifications, Standard Drawings.....	\$ 75.00
Public Works Standards on CD-Complete Set .....	\$ 25.00
Maps, Plans, or Construction Drawing:	
<u>Black &amp; White:</u>	
A Size (8 1/2" x 11") .....	\$ 1.00
B Size (11" x 17").....	\$ 1.00
C Size (18" x 24") .....	\$ 4.00
D Size (24" x 36") .....	\$ 5.50
E Size (36" x 48") .....	\$ 8.00
<u>Color</u>	
A Size (8 1/2" x 11").....	\$ 2.00
B Size (11" x 17") .....	\$ 2.00
C Size (18" x 24").....	\$ 8.00

D Size (24" x 36").....	\$ 10.50
E Size (36" x 48").....	\$ 12.00
Digitized Aerial Quarter Section map.....	\$200.00
(No charge if e-mailed)	
Comprehensive Plan, Volume I (printed) .....	\$ 20.00
Comprehensive Plan, Volume II (printed).....	\$ 20.00
Comprehensive Plan, Volume III (printed) .....	\$ 20.00
Comp. Plan, Vol. IV, Transportation Plan (printed).....	\$ 20.00
Comprehensive Plan on CD/per volume.....	\$ 15.00
Community Development Plan Map (zoning & other land use maps)	
Black & White .....	\$ 8.00
Color .....	\$ 25.00
Certified Copies .....	\$ 5.00 plus copy
cost	
Business License Listing-New.....	\$ 10.00
Business License Listing-Comprehensive .....	\$ 25.00

Copies of large documents that contain color copies are sometimes taken to a commercial copy business. For documents reproduced at a commercial copy business the fee will be actual cost plus estimated staff time.

## **POLICE RECORDS**

Police Department charges are greater than other departments because of the significant amount of staff time required to screen the records and delete any portion of the record(s) which are not authorized for release.

Accident Report, first 10 pages.....	\$ 10.00
Other Police Reports, first 10 pages .....	\$ 10.00
Police Report, each additional page over 10 pages.....	\$ 1.00
Photographs .....	\$ 5.00 service charge
	plus actual costs of duplication
Photographs – CD.....	\$ 5.00
Local Background Check.....	\$ 5.00 per name
Letters Relating to Local Background Check.....	\$ 5.00 per letter
CAD Call Printouts .....	\$ 1.00 per page

**FIRE RECORDS**

Because of the significant amount of staff time required to screen the records and delete any portion of the record(s) which are not authorized for release, the Fire Department charges a flat rate for reports.

All Reports, first 10 pages .....	\$ 10.00
Each additional page .....	\$ 1.00
Photographs .....	\$ 5.00 service charge plus actual costs of duplication
Photographs – CD .....	\$ 5.00

**RESEARCH FEES; SUPPLEMENTAL LABOR FEES**

Standard per-page copy fees include staff time to retrieve and photocopy records. If a request requires additional staff time, research or attorney review, additional labor fees may be charged based on the actual cost of employee performing the work. Actual cost includes hourly payroll rate, benefits, and overhead.

Level 1 Request: Up to 30 Minutes .....	Copy cost only
Level 2 Request: 30 Minutes to 2 Hours .....	Copy Cost + \$35 per hour
Level 3 Request: Over 2 Hours.....	Copy Cost + Actual Employee Cost, Benefits + Overhead

<b><u>POSTAGE</u></b> .....	Actual Cost (\$5 minimum)
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**FEE PAYMENT**

Eastman Building: Payments for records will be collected in the appropriate department and forwarded to Accounts Receivable for deposit.

Public Safety Building: Payments will be collected by the appropriate department, either Police or Fire and forwarded to Accounts Receivable for deposit.