

§ 39.01 PUBLIC RECORDS AVAILABLE

This city shall make available to any person for inspection or copying all public records, unless otherwise exempted by state law.

Statutory reference:

Inspection of public records, see O.R.S. 192.420

(1) Every resident of the City of Merrill is allowed two public records research requests per year or up to 20 pages of reproduced documents at no charge.

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

(a) \$25.00 per hour for Clerical (administrative, office specialists, other support staff)

(b) \$40.00 per hour for Managerial (Program managers, PIOs)

(c) \$75.00 per hour Professional (IT, HR, High-level Analyst)

(d) 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 on ORS 192.440(4)(b)

(3) Fees generated by providing paper or electronic copies to requesters:

(a) Copies: Based on current state printing and distribution price list.

(b) Media: Based on statewide price agreement with OfficeMax.

(c) Postage: Based on current postal rates.

(4) Miscellaneous fees related to production and release of responsive records:

(a) Expedited Archive retrieval

(b) Costs of software companies/contracts (as needed to manage the volume of request)

(c) Other 3rd party costs (in extreme circumstances)

Ord. No. 2022 Amended Ord. No. 2017-1010 September 10th, 2019.