

Attachment A

City of Warrenton

Public Records Fee Schedule

(Some of these Records may be available on the City's website – www.warrentonoregon.us)

Records Research And Fulfillment	
Up to the 30 Minutes	\$15.00 + Copy cost (If applicable)
Over 30 Minutes	**Actual Staff Time/ Attorney Cost + Copy Cost (If applicable)

Standard Public Records Copy Cost	
Black And White 8.5 X 11 & 8.5 X 14 Per Page	\$0.25
Color 8.5x11 & 8.5x14 Per Page	\$1.00
Black And White 11x17 Per Page	\$0.50
Color 11x17 Per Page	\$1.25
B&W Large Format Printing (17x22, 22x34, 34x44) Per Page	\$15.00
Color Large Format Printing (17x22, 22x34, 34x44) Per Page	\$25.00
Printed Photographs Per 8.5x11 Page	\$5.00
Audio Recordings	\$15.00
Digital Records Uploaded to A USB Thumb Drive	\$15.00 Per USB
Maps And Other Large Documents Are Taken to A Commercial Copy Business For Reproduction. For Documents Reproduced at A Commercial Copy Business, The Fee Will Be the Actual Cost Plus Actual Staff Time (Including Benefits and Overhead).	

Police/Court Records	
Police Reports - Electronic up to the first 30 Minutes	\$15.00
Police Reports - Printed	\$15.00 + Printed Cost
DMV Crash Reports	\$15.00 + Printed Cost
Police Contact Lists	\$10.00
Report Research and/or Redactions Over 30 Minutes	**Actual Staff Time
Body Cam Video Processing	**Actual Staff Time
Audio/Video	\$15.00 + **Actual Staff Time
See "Page 2" For Police Department Body Cam Video Requests	

Fire Department Records	
Fire Reports	\$15.00

Other Records	
City Of Warrenton Municipal Code - Printed	Standard Copy Cost
City Charter- Printed	\$15.00
Finance (City Budget or City Audit) - Printed	\$30.00
Business License List	\$15.00
Building/Planning (Comprehensive Plan, Development Code, Wetland Conservation Plan) – Printed	\$40.00
Electronic Copies of Records Listed Above	\$15.00

**Actual Staff Time Includes Benefits and Overhead



WARRENTON POLICE DEPARTMENT

ADDENDUM TO PUBLIC RECORDS REQUEST



Requests for Police Body Cam Video

A request for police body cam video is regulated and controlled by ORS 192.345. Such recordings are exempt from disclosure *"unless the public interest requires disclosure in the particular instance."* ORS 192.345. In other words, the video will not normally be released, unless the requestor first establishes a public interest that requires such disclosure.

All such public record requests must be subjected to an additional process to determine whether the video must be released under the exception to the ORS 192.345 conditional exemption.

If such an exception is established, further guidelines for ORS 192.345(40) must be followed. Subsections (a), (b) and (c) of Section 40 provide the following:

- (a) *Recordings that have been sealed in a court's record of a court proceeding or otherwise ordered by a court not to be disclosed may not be disclosed.*
- (b) *A request for disclosure under [ORS 192.345(40)] must identify the approximate date and time of an incident for which the recordings are requested and be reasonably tailored to include only that material for which a public interest requires disclosure.*
- (c) *A video recording disclosed under this subsection must, prior to disclosure, be edited in a manner as to render the faces of all persons within the recording unidentifiable.*

This means that the request must identify the date and time of an identified incident and be limited only to those materials justified by the identified public interest. Further, prior to releasing the recording, the faces of **ALL** persons in the recording must be blurred or blocked. Personal information must also be redacted (ex: someone reciting their date of birth or social security number).

In order to meet these conditions, it will take additional time to determine whether a body cam video is subject to disclosure and, if it is, additional time to process the video. It will also mean additional processing costs. You will receive an estimate for this cost before any processing is done and you may be required to put a deposit down prior to any processing. Either way, you will be given an estimate and the opportunity to decide if you want to proceed.