

CITY OF STILLWATER
SCHEDULE OF OPEN RECORDS
SEARCH, INSPECTION AND REPRODUCTION FEES
EFFECTIVE OCTOBER 17, 2007

OPEN RECORDS SEARCH, INSPECTION OR REPRODUCTION:

If an open records request is solely for commercial purpose or would clearly cause excessive disruption of the essential functions of the City, a charge in the amount equal to the direct cost to the City (which includes the hourly salary plus benefits of the employee and/or employees filling the request) will be added to the fees listed below. For all records requests that meet the criteria stated above, there will be a one hour minimum charge with 15 minute increments thereafter.

RECORD COPYING or OTHER MECHANICAL REPRODUCTION (including computer prints):

Single Page (8.5" x 14" or smaller)	\$ 0.25 per page
Single Page (larger than 8.5" x 14")	\$ 0.50 per page
Certified Copy (any size)	\$ 1.00 per page

AUDIO/VIDEO/COMPUTER RECORDS REPRODUCTION:

Video Tapes (VHS)	\$ 3.00 per tape
Audio Tapes	\$ 3.00 per tape
CD/DVD	\$ 3.00 per CD/DVD
Quarter Section Base Map with Contours	\$10.00 each (includes medium)

BLUEPRINTS, COMPUTER PLOTS and MAPS:

Blue or Black line Prints	\$ 1.75 each (18" x 24")
Blue or Black line Prints	\$ 3.50 each (24" x 36")
Computer Plots (36" roll)	\$30.00 per hour (1/2 hour minimum with 15 minute increments thereafter) plus 2.00 per linear foot of plot paper.
Standard maps (Street/Subdivision/Zoning)	\$ 6.00 each (36" x 38")
Non-standard GIS Maps	\$30.00 per hour (1/2 hour minimum with 15 minutes increments thereafter) plus any appropriate media charges.

BOOKS/MANUALS/PUBLICATIONS:

Adopted City Budget	\$ 20.00 (When produced in bulk)
Comprehensive Annual Financial Report	\$ 10.00
City Code	\$345.00
City Code Updates	\$100.00
Comprehensive Community Development Plan	\$ 40.00
Neighborhood Plans	\$ 15.00
Downtown Neighborhood Master Plan	\$ 15.00
Urban Drainage/Flood Control Criteria Manual	\$150.00

MISCELLANEOUS:

FAX (send)	\$ 2.00 for first page (\$1.00 each additional page)
FAX (receive)	\$ 1.00 per page
Notary Fee	\$ 3.00
Photograph Reproduction	\$ 3.00 per CD/DVD/diskette or actual cost to have commercially developed.

Fingerprinting for non-law enforcement business \$10.00

In accordance with City of Stillwater Resolution CC-85-15, this fee schedule is hereby approved:


Dan Galloway, City Manager
October 16, 2007

REQUEST FOR OPEN RECORD INSPECTION AND REPRODUCTION

(To Be Completed by Requester)

NAME: _____
STREET ADDRESS: _____
CITY & STATE: _____
PHONE NUMBER: _____

IS THIS REQUEST FOR COMMERCIAL PURPOSES? YES [] NO []

Records and/or copies requested: (Please provide specific description of records.)

Number of copies: _____ Inspection Only: _____

<u>RECORD TITLE</u>	<u>RECORD DESCRIPTION</u>	<u>RECORD DATE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

FEES:

A charge for records request is authorized by State law and has been established by the City. These charges are set at a level to compensate the City for the direct costs incurred in honoring a request. The fee schedule established by the City is posted and available upon request.

(Signature of Requester) (Date)

(This portion to be completed by Record Custodian)

Prepayment required: YES [] NO []

Time of Request: Date _____ Time Access/Copies Provided: Date _____
Time _____ Time _____

Staff Time: _____(hours) _____(minutes)

Number of copies: _____ (@ \$ _____) Total Copy Fees: \$ _____
Staff time: _____ (@ \$ _____) Total Staff Fees: \$ _____
Other Charges: _____ Total Other Fees: \$ _____

TOTAL FEES: \$ _____

(Record Custodian) (Date)