

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

In the Matter of Amending the Fee)
Schedule for Public Records Requests)
_____)

ORDER NO. 60 - 2008

WHEREAS, Columbia County adopted a Public Records Policy by Board Order No. 2 - 2005;
and

WHEREAS, the Public Records Policy was amended by Order No. 56 - 2005 which, among
other things, incorporated the Fee Schedule to be used when responding to public records requests;
and

WHEREAS, since the adoption of Order No. 56 - 2005 on August 10, 2005, the costs incurred
in responding to public records requests have increased in various Departments, necessitating an
amendment to the Fee Schedule;

NOW, THEREFORE, IT IS HEREBY ORDERED that the Fee Schedule incorporated into the
Public Records Policy is amended to read as shown in Exhibit A, which is attached hereto and
incorporated herein by this reference.

DATED this 27th day of August, 2008.

Approved as to form

By: Smale Hanson
Office of County Counsel

BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

By: _____
Chair

By: Joe Corsiglia
Commissioner

By: John M. Bernard
Commissioner

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2008
COLUMBIA COUNTY FEE SCHEDULE

- I. **RESEARCH FEES / STAFF TIME:** Any time required of a County employee to research, duplicate, format or produce documentation or information responsive to a public records request shall be charged as follows:
- Up to fourteen (14) minutes Free of Charge
 - Fifteen (15) Minutes or Longer \$ 39.00 per hour charged in 15 minute increments
- II. **GENERAL DOCUMENT FEES:** [see Public Record Policy, Section V, and Sections III & IV, below, for Exceptions]:
- A. **PHOTOCOPIED / PRINTING STANDARD COMPUTERIZED DOCUMENTS (NO FORMATTING):**
- o Staff Involvement \$.25 per page
 - o Without Staff Involvement \$.10 per page
 - o Clerk's Office Photocopies \$.25 per page
 - o Property Assessment & Taxation Print-out: Free to Property Owner; for all others, see charges in 1 and 2 above
 - o Certified Copies are an additional \$ 8.00 per document
- B. **FAX SENT** \$ 1.00 + \$.25/page
(Billed on fax cover page; nonpayment results in no further fax privileges w/o advance payment)
- C. **DIGITAL** (Word Processing/Spreadsheet, Other)
- o Diskette (floppy) \$ 5.00
 - o CD or DVD (If burner is available) \$10.00
 - o USB 80G drive \$65.00
 - o Other media At cost
- D. **AUDIO TAPES** (Transcripts, etc.)
- o If Blank Tape Provided \$5.00
 - o If County Provides Tape \$10.00
- E. **SHIPPING & HANDLING** Actual Cost
- III. **SPECIFIC FINANCE DOCUMENTS:**
- A. Audit, Printed Only \$15.00
 - B. Budget, Simple Print-out Only (After Presentation Only) \$10.00
 - C. Electronic Format (Approved/Adopted Budget Only) \$10.00
- IV. **MISCELLANEOUS ASSESSMENT/TAX/ELECTIONS DOCUMENTS:**
- A. **PRINTED REPORTS**
- o Standard Format (Pre-programed) \$.25 per page
 - o Mailing Labels \$ 60.00 plus \$.0043/label
 - o Jury List \$ 50.00
 - o ODOT City Map \$ 1.50
 - o Precinct District Map [16.25" x 19.5" = \$ 7.50] [34" x 38" = \$ 15.00]
- B. **ELECTRONIC REPORTS/OTHER RECORDS**
- o General Information requested in electronic format; \$ 10.00 plus staff time
i.e., diskette, CD or DVD (if available) as specified in Section I
- C. **REAL PROPERTY ASSESSMENT ROLL** \$ 100.00
Includes: Account ID, Tax Status, Code Area, Township, Range, 1/4, 1/4 1/4, Section, Tax Lot, Special Interest #, Maintenance Area, Study Area, Property Class, Sales Date, Sales Price, Book, Page, Doc. Type, Doc. Source, Owner, Mailing Address, Situs Address, Land Size, Real Market Value, M5 Value, Assessed Value, Current Year Tax Amount.

- D. **REAL PROPERTY IMPROVEMENT DATA**** \$ 25.00
Includes: Account ID, Improvement Code, Description of Improvement Code, Year Built, Total Square Feet, Improvement RMV, Type of Heat, Floors, Grid for Floors, Garage Size, Carport Size.
- E. **LAND DATA**** \$ 25.00
Includes: Account ID, Site Description, Agriculture or Forest Soil Class, Land RMV, Land Specially Assessed Values, Land Size.
- F. **MANUFACTURED STRUCTURE ASSESSMENT ROLL** \$ 100.00
Includes: Account ID, Tax Status, Code Area, Township, Range, 1/4, 1/4 1/4, Section, Tax Lot, Special Interest #, Maintenance Area, Study Area, Property Class, Park Name, Owner, Mailing Address, Situs Address, X-Plate #, Year Built, Brand, Model, Bedrooms, Bathrooms, Real Market Value, Assessed Value, Current Year Tax Amount
- G. **UTILITY ASSESSMENT ROLL** \$ 50.00
Includes: Account ID, Code Area, Owner, Mailing Address, Real Market Value, M5 Value, Assessed Value, Current Year Tax Amount
- H. **BUSINESS PERSONAL PROPERTY ASSESSMENT ROLL** \$ 50.00
Includes: Account ID, Code Area, Owner, Mailing Address, Real Market Value, M5 Value, Assessed Value, Current Year Tax Amount
- I. **COUNTY REPORTS** \$ 25.00
Includes: Sal 1a, Sal 1B, Sal 4a, Sal 4e, Sal 6c, Taxing District Totals, County Top 20 Tax Payer's
- J. **YEARLY PROPERTY SALES** \$ 100.00
This data is from January 1 thru December 31 of the preceding year.
- K. **QUARTERLY PROPERTY SALES** \$ 40.00
Includes: Year, Maintenance Area, Study Area, RMV. This data is from January 1 thru March 31 or April 1 thru June 30 or July 1 thru September 30 or October 1 thru December 31 of the current year.
- L. **ADDITIONAL CHARGES**
Any computer programming or formatting of reports needed before responding to public records request will result in an extra charge consisting of the actual staff time and programming costs to the County.

***This Data is only as an addition to the Real Property Assessment Roll*

V. ***LAND DATA IN DIGITAL FORMAT [MEDIUM PROVIDED BY COUNTY, ONLY]:**

- A. **Assessor's Records:**
 - o Tax Lot Map TIFF Images (requires 1 CD) \$ 50.00
- B. **County Clerk's Records:**
 - o Images of all Plats, Subdivisions & Partition Plats (requires 1 DVD) \$ 70.00
- C. **GIS Data:**
 - o GIS Tax Lot Shape files with Linked Tax Lot Attribute data (requires 1 CD) \$100.00
Note: original GIS agreement must be signed, returned and approved before the file can be sent.
- D. **LDS Records:**
 - o Zoning Maps. [Incomplete at this time, should be finished this year] [To be determined]
- E. **Surveyor's Records:**
 - o Images of all Survey records, w/ BT records and index (requires 2 DVDs) \$ 550.00
 - o Annual update \$ 200.00
 - o Survey maps: boundary, R/W, PLA – recording fee \$ 200.00
 - o Photocopies of survey records 18" x 24" – \$5.00; 11" x 17" – \$3.00; 8 ½" x 11" – \$1.00

* Costs of Land Data in digital format include staff time and disc price, and may vary according to data provided.