
FEES FOR COMMUNITY ACCESS OF COLLEGE PUBLIC RECORDS

It is the Administrative procedure of the Southwestern Oregon Community College District that the College may charge a fee for preparing public records for examination or for supplying copies of public records.

COPYING RECORDS

A fee of ten (10) cents per page will be charged for supplying copies of public records on request.

The first quarter hour of employee time required to operate the equipment used to make copies for any individual or organization in any fiscal year will not be billed. Employee time required to make copies beyond the first quarter hour in a fiscal year shall be charged on the basis of a quarter hour minimum increments for the actual time required to make the copies.

OTHER SERVICES

The College will charge an additional fee based on the employee time necessary for searching, locating, retrieving, compiling, editing, transporting, or conveying the requested records to the place of examination or copying. Employee time will be charged on the basis of quarter hour minimum increments for the time required to provide the services. The computer processing time necessary to compile records will be charged based on a reasonable charge for College computer use and services.

EMPLOYEE TIME

Employee time shall be billed at a rate that will include the wage cost plus payroll taxes.

PAYMENT FOR SERVICES

Any request for examination or copies of public records shall be in writing. An estimate of time and charges required for other services and copying will be prepared following a request for examination or copies of public records.

Estimates in excess of \$15.00 shall be paid to the College Business Office before the work begins. The closing bill and payment will be reconciled with the estimate and the advance payment.

The president or vice presidents may reduce or waive fees when the time spent making the records available was negligible, or supplying the records is within the normal scope of the College's activities.

Adopted by Board of Education: Procedure #8.076 April 19, 1993

Changed to Administrative Procedure January 22, 1996

Reviewed March 14, 2013 (Formerly Admin. Policy 3.036)