



Reynolds School District #7  
 Administration Building  
 1204 NE 201<sup>st</sup> Avenue  
 Fairview, OR 97024  
 503-661-7200 • FAX 503-667-6932

## 2021-22 Rate Sheet for Public Records Requests

Fees are set in accordance with ORS 192.324

Description	Rate*
<b>Staff Time:</b> Fees are for locating, reviewing, redacting, copying, and/or preparing public information and public records. A time and cost estimate is provided for each record's request that requires staff time. Staff time includes actual costs of employee performing work, including associated payroll and benefit costs.	
Clerk (depending on person doing the work)	\$20.78-35.64/hour
Licensed staff member – teacher, specialist, therapist, social worker (depending on person doing work)	\$ 38.23-74.80/hour
Administrative staff – Managers and Confidential staff members (depending on person doing work)	\$46.11-76.94/hour
Attorney review	\$245.00-300.00/hr
<b>Copy/Duplication:</b> Fees are for photocopying delivery and/or sending records. Copy and duplication fees may apply to records that are made available for review only. Copy and duplication fees include up to 15 minutes of staff time to retrieve the records and complete the copy or scan. If the request requires additional staff time beyond 15 minutes, additional labor and/or attorney fees may be charged to fulfill the request.	
Photocopies per side 8.5 x 11 or 8.5 x 14	\$0.25 each B/W \$0.75 each color
Photocopies per side 11 x 17	\$0.35 each B/W \$1.00 each color
Flash Drive: 16GB , 32GB, 64GB	\$10, \$15, \$25
CD/DVD	\$1 each
Directory Information/Standard Reports from databases	\$25 per report
Delivery Costs (USPS, UPS, FedEx). In person pick up available at no cost.	Actual costs

Contact: Stephanie Field, Executive Director of Communications & Community Relations  
 (503) 491-3428 • sfield@rsd7.net

\*Rates are established based on actual costs and may vary as new positions are created or work is outsourced to meet work load demands.