



Public Health
Prevent. Promote. Protect.

NORTH CENTRAL PUBLIC HEALTH DISTRICT
“Caring For Our Communities”
419 East Seventh Street
The Dalles, OR 97058-2676
541-506-2600

RECORDS REQUEST FEE SCHEDULE Appendix C

These fees are for general requests not covered by specific departmental fees or otherwise specified by law. See the NCPHD Fee schedule below for a complete listing. For large requests, NCPHD reserves the right to obtain an estimate from a commercial information management firm and charge NCPHD’s cost.

Miscellaneous Copies/Printing/Transmission	FEES:
Black and white copies 8.5” x 11” or 8.5” x 14”	\$0.25 per page
Black and white copies 11” x 17” or larger	\$1.00 per page
Color Copies (any size listed above)	\$1.00 per page
Mailing and/or shipping cost (printing labels, packaging, etc)	\$40.00
Electronic transmission of documents (Email, Fax, FTP, or similar transmission)	\$5.00 per transmission Plus costs of services and appropriate per page cost
Medical Records Copies: (Clients and/or other authorized persons)	FEES:
File and records search/Segregation	\$60.00 per hour (one-hour minimum)
With Photocopies	Plus appropriate per page cost
Research and Professional Service Fees	FEES:
Basic research for all public information inquiries (Only upon availability of staff)	\$120.00 per hour (one hour minimum)
Legal Review/Redaction/Segregation Attorney Paralegal	Current hourly rate charged to NCPHD for services by: Attorney and/or Paralegal
Providing content on Media (USB Zip disk, jump drive, CD, etc)	FEES:
Per media item request - Plus the actual costs of service	\$15.00 per item Plus appropriate per page cost

Fees must be paid in advance.

A deposit is required if the final cost is uncertain. Any excess will be refunded. You are entitled to a no-charge estimate if the cost is anticipated to exceed \$25.00.

Fee reduction or waiver:

Requests for fee waivers or reductions must be made in writing. In most cases, state law permits NCPHD to reduce or waive the fee only if the cost of charging the fee exceeds the fee or if the reduction or waiver is in the public interest because making the record available primarily benefits the general public. State law prohibits waiving or reducing the fee for documents paid for by certain constitutionally or statutorily dedicated funds. Fee reduction or waiver decisions are at the sole discretion of NCPHD.

PERSONS WITH DISABILITIES MAY BE ENTITLED TO HAVE RECORDS TRANSFERRED TO AN ACCESSIBLE FORMAT AT NO EXTRA CHARGE.

These fees are subject to change without notice