



Public Records Request Fee Schedule

Oregon law (ORS 192.440(4)(a)) provides that the Eugene Water & Electric Board may establish fees reasonably calculated to reimburse EWEB for the actual costs of making public records available. The costs associated with compiling a public records request may include locating records, reviewing records for exempt material, supervising a person's inspection of original records, copying records, redaction, certifying records as true copies, and transmitting records. A charge may also include the cost of time spent by legal counsel in reviewing the public records, redacting material, or segregating the public records into exempt and nonexempt records.

As a public utility owned by the citizens of Eugene, EWEB strives for transparency and will make efforts to mitigate barriers for those seeking public records. We also have a responsibility to our customer-owners that the utility comply with public records requests in a manner that minimizes costs. Therefore, the utility has developed a fee schedule that is fair and reasonable.

EWEB has established the following fees, on a per-request basis for a person or business/agency:

1. Up to four hours for EWEB internal staff time to locate and prepare records, supervise the review of records or e-copy up to 20 MB, or photocopy/print up to 30 pages: no charge.
2. Requests for hardcopies beyond 30 pages will be charged at the rate of \$0.25 per single-sided page.
3. Between 4 and 10 hours of internal EWEB staff time: EWEB will charge 50 percent of actual EWEB labor costs (hourly rate + benefits), based upon the average cost per hour of the employee(s) locating, processing, supervising the review of, or copying records. The requestor shall pay 50 percent of the estimated cost up front, with the balance due at the time of inspection or receipt of a copy.
4. More than 10 hours of internal EWEB staff time: EWEB will charge 100 percent of actual EWEB labor costs (hourly rate + benefits), based upon the average cost per hour of the employee(s) locating, processing, supervising the review of, or copying records. The requestor shall pay 50 percent of the estimated cost up front, with the balance due at the time of inspection or receipt of a copy.
5. Should a request require review by EWEB's legal counsel, EWEB will charge 100 percent of the actual cost of reviewing the public records, redacting material, or segregating the public records into exempt and nonexempt records.

EWEB will consider requests for reduction of charges where the release of public records primarily benefits the general public.