

**MARION COUNTY
ADMINISTRATIVE POLICIES AND PROCEDURES**

Sponsoring Department:
Board of Commissioners

SUBJECT: STANDARD PHOTOCOPY FEES FOR THE GENERAL PUBLIC

1. POLICY

- 1.1 Policy: It is the policy of the Marion County Board of Commissioners to have standardized fees for 8.5” by 11” black and white photocopies charged to the general public by the various county departments for public records.

The purpose of this policy is to maintain high levels of customer service while eliminating the inconsistency caused by having basic photocopy fees vary from department to department.

This policy shall not limit the authority of the Marion County Board of Commissioners to set fees deemed necessary for other functions of county government, nor will it restrict the county’s ability to charge costs, such as staff time, associated with a Public Records Request or a Freedom of Information Act Request.

This policy shall not limit the rights of the public to have access to county records and documents allowable by law.

This policy does not apply to coin or card operated photocopy machines that are leased or owned by the county for the public use.

2. REFERENCES AND GUIDELINES

- 2.1 Statutory References: The Board of Commissioners has the authority to manage county business pursuant to ORS 203.101, 203.035 and 203.110. The Board of Commissioners and its designees have the authority to waive the above-mentioned fees if deemed in the public interest, pursuant to ORS 192.440.

3. OPERATIONAL GUIDELINES – GENERAL

- 3.1 County Photocopy Fees: Except as otherwise directed by law, county departments shall charge a copy fee of \$.10 per page for 8.5” by 11” black and white photocopies of public records provided to the general public.

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3.2 Responsibilities: The Chief Administrative Officer, Department Heads, and their designees will oversee the implementation of this policy.

BOC Order No.: 04-59

Adopted: 5/24/04