



**KEVIN BARTON**  
**WASHINGTON COUNTY DISTRICT ATTORNEY**

150 North First Avenue, Suite 300, MS 40, Hillsboro, Oregon 97124-3002  
(503) 846-8671 / (503) 846-3407 (fax)  
www.WashingtonCountyDA.org

**Washington County District Attorney's  
Public Records Fee Schedule**

ORS 192.324 permits a public agency to charge fees not to exceed its actual costs in making records available. This office will consider waiving or reducing our fees for any public records request that primarily benefits the general public. Records that require minimal expenditure of effort to locate and review may be provided at no charge. As to any other records, we will provide you with an estimate of the total costs per the fee schedule below and may require prepayment of all, or a portion of, the fee prior to beginning work.

<u>Item</u>	<u>Cost</u>
Shipping/handling fee including CD.....	\$10.00
Other.....	Actual costs incurred

We will provide the documents in electronic format (CD) for the amounts listed above. If you inform us that you want printed copies, you will be charged the shipping/handling fee and the standard rate of \$.35 per page.

The act of duplicating is covered in the shipping/handling fee above. To the extent that additional work is necessary to produce the records (including, but not limited to: locating specific documents, segregating exempt and non-exempt records, running database queries, attorney review of documents, or supervising in-person review of records) that time will be billed at the rates below.

<u>Item</u>	<u>Costs</u>
Clerical.....	\$63.17
IT Staff.....	\$75.35
Attorney.....	\$118.18

You will never be billed more than our actual costs in producing records. If we have overestimated our costs in a particular case, you will be refunded the difference between our actual cost and any prepayment made.