



City of Stevenson

Leana Kinley, City Administrator

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To: City Council
From: Leana Kinley, City Administrator
RE: Fees for Electronic Records
Meeting Date: January 16, 2020

Executive Summary:

The state legislature revised the code to allow charging for electronic copies in 2017 provided there is a public hearing prior to adopting a fee schedule.

Overview of Items:

There has been an increase in requests for public records, with most being for electronic rather than paper copies. There is a cost associated with providing electronic records, outside of staff time. The city is billed for each scan and pays a service fee for electronic storage. Due to staff constraints, it is an undue burden to calculate out those costs to come up with a fee schedule for Stevenson. The state allows the adoption of the statutory fee schedule, which are rates set by the state, for records. A summary of costs for copies under the Public Records Act is attached.

While there would be additional staff time in calculating the costs for the records, it is difficult to determine how much additional time it would take and whether or not it is worth charging the fees.

Action Needed:

Staff direction on whether or not to move forward with drafting a resolution and holding a Public Hearing to adopt fees for electronic records requests.