FORM B

CLACKAMAS RIVER WATER
PUBLIC RECORDS REQUEST
COST ESTIMATES AND STAFF INSTRUCTIONS

Estimate of costs incurred in responding to request to access public records made by:

Requestor	
Date of Request	

The request has been APPROVED and the following estimated fees will be charged for costs associated with the public records request. This amount must be paid prior to obtaining the requested public records.

A. Estimated cost of 15 minutes or less plus copy fees $25 $_____
B. Estimated cost of copies:
   a. Letter/Legal Black/White/PDF _____pages X $0.20 per side $_____
   b. 11 x 17 Black/White/PDF _____pages X $0.40 per side $_____
   c. Letter/Legal Color/PDF _____pages X $1.50 per side $_____
   d. 11 x 17 Color/PDF _____pages X $3.00 per side $_____
   e. Certified Copies _____pages X $2.00 per side $_____
C. Estimated cost of copies of Board Meeting Minutes:
   a. First meeting, fee in A. above _____pages X $0.20 per side $_____
   b. Second and subsequent meetings at time/materials/overhead $_____
   c Tape to Tape _____tapes X $35.00 $_____
   d Tape to CD _____CDs X $40.00 $_____
   e. CD to CD/ or DVD to DVD _____CDs X $10.00 $_____
D. Estimated cost of over 15 minutes plus copy fees, to locate records, separate nondisclosure records, redact confidential information, make copies, organize, or compile records:
   Estimated staff time: _____ hours X $ TMO per hour $_____
E. Estimated cost for the CRW Attorney to review request:
   Estimated Attorney time: _____ hours X $_____ per hour $_____
F. Additional fees: Copies of Maps and other Nonstandard Documents:
   Actual costs incurred by CRW to reproduce them $_____
G. Cost for the General Manager to handle request.
   General Manager's time: _____ hours X $ TMO per hour $_____

Total estimated charges for responding to public records request: $_____

Prepayment of the estimated charges is required before making the records available for inspection or copying or making copies of any requested records. If the actual costs incurred by CRW to respond to a records request are less than the amount of any required prepayment, the overpayment will be promptly refunded. If the actual costs incurred by CRW to respond to the request are more than the amount of the prepayment, CRW will charge the requestor for all such additional costs, and may require an additional amount in prepayment. Prepayments will be receipted at the time of or prior to delivery of the records.

I wish to continue with this records request and agree to pay the actual cost of the time and copies resulting from this records request.

_____ _____
Requestor Signature Date