

When the Port is in receipt of a public records request that has a clear scope, we will provide the requester with a fee estimate for approval before beginning work. If the scope is not clearly defined, we will first communicate with the requester to clarify the scope.

The Port will ordinarily waive 60 minutes of staff time for most public records requests, after which fees may be assessed for additional staff time, services, and supplies required to complete the request. Certain requests are calculated on a flat fee basis provided staff time does not exceed 60 minutes, as described below.

Staff time fees for research and/or review, which may include attorney review, are based on the actual cost of the employee performing the work. This includes hourly payroll rate, benefits, and overhead. Staff time fees may include those for finding, compiling, refiling, copying, and reviewing requested records; separating and/or redacting exempt material; and supervising the inspection of records.

Staff time fees may also include work done by persons outside the Port who provide services for the Port. The Port is authorized to enter contracts for legal services and other services integral to providing public records. Costs associated with outside services are passed through directly to the requester without markup. See examples below.

Unless otherwise specified by the requestor, all records will be provided in electronic format when possible.

The Port may reduce or waive fees if making the records available primarily benefits the public. To have a fee waiver request considered, the requester can, when the cost estimate is provided, state how the release of the records will benefit the public. Fee waivers are normally not granted if the request is for a solely private or individual interest. All fee waiver requests are evaluated on a case-by-case basis to determine public interest and whether the request is appropriate under the circumstances.

FLAT FEES

CCTV recordings	\$50.00 per incident + staff time exceeding 60 minutes
Police records	
<ul style="list-style-type: none"> • Accident and Police Reports • Body-Worn Camera recordings 	\$30.00 per incident + staff time exceeding 60 minutes (1 free copy provided to crime victim) \$132.00 per incident + staff time exceeding 60 minutes
Access Control Records	\$70.00 per badge + staff time exceeding 60 minutes
CAD (Computer Aided Dispatch) Incident Records	\$40.00 per incident + staff time exceeding 60 minutes
Dispatch Radio	\$40.00 per incident + staff time exceeding 60 minutes

PHYSICAL RECORDS – ADDITIONAL FEES

Standard copy/scan	\$0.25 per copy/scan
Oversized drawings, diagrams, maps, etc.	Price determined by outside vendor according to document size
Boxed Records Offsite Storage	
<ul style="list-style-type: none"> • Standard box retrieval & refile • Delivery charge (round-trip) 	\$8.65 per box \$38.00 per delivery
Shipping Costs (certified mail, postage)	Current postal rate