

PUBLIC RECORDS

	Fee	Unit	Notes
Printing / Copies – 8.5x11, 8.5x14, 11x17	\$0.25	per page	
Printing / Copies – larger than 11x17	\$10	per page	
Digital Copies (PDF)	\$0.10	per page	
Certified Copies	\$5	each	
Printed Copies of Digital Photos	\$1	per photo	
Thumb drive, or other digital media	\$15	each item	
Postage		per transaction	Actual cost of postage
Public Records Requests	varies	time	Free for 1st 15 minutes. Additional time will be charged at actual staff cost for all staff involved in fulfilling the request.
Open Records Check	\$20	each	Includes 1st 30 minutes. Additional time will be charged at actual staff costs. \$10 search fee included.
Police Reports	\$33 + \$.25 per printed page	per report	Includes 1st 30 minutes. Additional time will be charged \$33 per 30-minute increment. \$20 non-refundable search fee included. Free for the victim's first copy.
Fingerprinting	\$30	per person	Service for Stayton residents and business only
Visa Letter	\$40	per letter	
Record Check Letter	\$15	per letter	