

EXHIBIT B

Port of St. Helens Fee Schedule – Administration

Photocopying

Single Sided	\$0.25	per page
Double Sided	\$0.50	
11 X 17 Single	\$0.50	
11 X 17 Double	\$1.00	
Certified Copies Are An Additional	\$8.00	per document plus .25¢ per page

Research Fees/Staff Time Any time required of a Port employee to research, duplicate, format or produce documentation of information responsive to a public records request shall be charged as Follows:

Up To Fourteen (14) Minutes		Free of charge
Fifteen (15) Minutes or longer		Staff hourly rate plus costs
Annual Budget/Audit/Master Plan	Actual Cost	Pre-bound and already produced documents
All Other Created Documents	T & M	Staff hourly rate plus costs
Public Records Request	T & M	Staff hourly rate plus costs

Photographs and CD/DVD

Audio & DVD	\$25.00
Picture	\$ 2.00
Negatives	\$ 5.00
Digital Photographs (each)	\$ 2.00

Other items at actual cost plus hourly wages/Staff hourly rate plus costs (Time & Materials)

Fax Sent \$1.00 + \$0.25 per page
(billed on fax cover page, nonpayment results in no further fax privileges w/o advance payment)

Digital (word processing/spreadsheet, other)

CD/DVD (if burner is available) \$10.00

Audio Tapes (Transcripts, etc.)

If Blank Tape Provided \$ 5.00
If Port Provides Tape \$10.00

Shipping & Handling Actual Cost

Scan Per Page Same as paper copy

Supplemental Labor Fees

Standard per-page copy fees include staff time to retrieve and photocopy records. If your request requires additional staff time, research or attorney review, additional labor fees may be charged.

If the number of copies received in a single day is \$1.50 or less, the fee is waived. However, if it exceeds \$1.50 and/or staff labor fees are involved, the customer shall pay for all copies received.

If staff time spent on any single request is 15 minutes or less, the Labor fee is waived. However, if staff time spent exceeds 15 minutes, Labor is charged. Hourly wage of employee(s) providing service, charged to the ¼ hour.