**Polk County Fire District No. 1**

**Public Records Fee Schedule**

**(Effective October 1, 2018)**

Polk County Fire District No.1’s (District) nominal fees for search, review, release and copying of any public record, including photographs, are as follows:

1. The first two pages of a current public record will be supplied to a citizen of the Fire District without cost. The cost of additional pages will be $0.25 per page for letter size copies. Double-sided copies count as two (2) pages. Copies may be certified for an additional charge of $10.
2. Copies of sound recordings of meetings shall be $20 per copy.
3. One copy of an incident report (Fire Report and/or Patient Care Report) will be furnished to the property owner, occupant, or each patient of an emergency incident without cost.
	* Copies of the above reports to other than those listed will be charged a $15 fee per report.
	* Written requests for copies of supplemental fire investaigation reports (scene diagrams, photo logs, photos, investigator’s reports, witness interviews, etc.) will be charged a $30 fee per report.
4. Charges for copying maps or other nonstandard size documents shall be charged in accordance with the actual costs incurred by the District.
5. If a request for District records requires personnel to spend more than 15 minutes collecting or reviewing the requested records prior to their release or copying, the requester will be billed at the rate of $7.50/quarter hour for each staff member involved, with a minimum of one half hour ($15.00) charge. The total staff time to collect and review the requested records will be estimated by the District, and the estimated fee must be deposited with the District before District personnel will begin collecting, reviewing or copying the requested records. If the amount of time involved is less than estimated, the excess deposit shall be refunded to the requester. If the actual cost exceeds the deposit, the difference must be paid by the requester before the requested documents will be provided. The actual costs of research will be billed to the requester even if District personnel are unable to locate the requested records, or the District determines that the requested records are exempt from disclosure under the Public Records Act.
6. A change in the format of a record (for example, paper records scanned and saved onto a disc) will be billed for actual time it takes to convert the record to a new format, plus any additional costs associated with the change in format. Staff time will be computed as provided in Section 5 of this Fee Schedule. Changes of format calculated to address the requirements of the Americans with Disabilities Act will not incur any additional charge.
7. The District may furnish records without charge or at a substantially reduced fee if the District determines that the waiver or reduction of fees is in the public interest because making the record available primarily benefits the general public.
8. If a request is of such size, complexity, or nature that compliance would disrupt the District’s normal operation, separate arrangements will need to be made prior to such a release of records in accordance with advice from legal counsel.
9. If the request requires advice from the District’s attorney, the requester will be billed for the actual cost to the District of the time spent by the District’s attorney to review, redact and segregate the records. The District will not charge a requester for time spent by the District’s attorney in determining the application of the Public Records Law to the request.
10. If the estimated fee to respond to a request is more than $25.00, the District will provide a written cost estimate to the requester and will take no further action until the District receives confirmation that the requester wants the District to respond to the request and agrees to pay the applicable fees.

At no time will original records or photographs of the District be removed from the District’s files or from the place of regular record retention. Original District records and/or photographs may not be reviewed unless District personnel are available to oversee that review. The charge for District personnel time for monitoring an in-person review of District records will be computed as provided in Section 5 of this fee schedule.