

AN ORDINANCE BY THE CITY OF MORGANTOWN ESTABLISHING REPRODUCTION FEES, AS THE SAME APPLY TO FREEDOM OF INFORMATION ACT AND OTHER REQUESTS FOR PRODUCTION OF DOCUMENTS.

The City of Morgantown hereby ordains that pursuant to Section 29B-1-3(5) of the West Virginia Freedom of Information Act, the fees shown on the attached exhibit are hereby established and are to be charged by the City of Morgantown when complying with Freedom of Information Act requests for documents. It is to be understood that said fees are to be charged for all documents and records requested from the City of Morgantown and that such requests need not be framed as a Freedom of Information Act request for the fees to be applicable.

This ordinance shall be effective upon date of adoption.

First Reading:

MAYOR

Adopted:

Filed:

CITY CLERK

Recorded:

EXHIBIT

<u>Copies:</u>	<u>Amount</u>	<u>Per</u>
8 1/2 x 11 to 11 x 17 Black & White or Color	\$ 0.25	Page
24 x 36 to 36 x 42 Black & White	\$ 0.75	Page
36" Wide Plotter/map B&W or Color	\$ 1.50	Whole Foot
CD/DVD/Digital Media Duplication - Police/Fire InCar tape duplication	\$ 25.00	Disc
Public Meeting Videos, Documents, Other not in above	\$ 7.00	Disc
Photographs (on photo paper)	\$ 3.00	Photo

Special Reports:

Airport, Fire and Police Incident Report	\$ 5.00	Report/Copy
Police Arrest Report	\$ 5.00	Report/Copy
Fire and Police Motor Vehicle Crash Report	\$ 10.00	Report/Copy

Other:

1. The above amounts include up to 2 hours of time spent by a single staff member. A fee of \$20 per hour will be charged for each additional hour for and including document production and research required. The hourly rate will be based on 15 minute increments and prorated accordingly.
2. Postage/Shipping/Special Handling will be charged at cost and will be sent according to the instructions of the request.
3. All fees must be paid prior to receiving requested material.

Date Adopted by Ordinance

City Manager