



**Shaping a new
tomorrow, today.**

**NOTICE OF INTENT- PROPOSED NEW OR INCREASED FEES
Public Record Request Fees
Town Clerk's Office
Gilbert Police Department**

In accordance with A.R.S. §9-499.15, notice is hereby given that the Gilbert Town Council will consider modifying fees and charges for the Town Clerk's Department and Gilbert Police Department at the Regular Town Council Meeting on May 18th, 2021 at 6:30 p.m. in the Council Chambers, located at 50 E. Civic Center Drive, Gilbert AZ 85286.

Public Records Request Fees - Town Clerk's Office and Gilbert Police Department

Arizona Revised Statute, ARS 39-121, provides that reasonable fees for the production of public records can be assessed by a municipality. The Town Clerk is the Records Officer for the Town of Gilbert therefore is responsible for the oversight of Record Management and Public Records for the organization. In producing public records, it is important that reasonable fees are assessed and reviewed frequently to ensure they are evaluated to ensure they meet the needs of the organization and the various changes in how records are formatted, where they "live", how they are produced, and the reasonable staff time required to perform adequate review and redaction of confidential information. The Town Clerks Office has not reviewed their fee schedule since 2012 and recently reached out to multiple municipalities to compare fees associated with public records and made appropriate modifications to our existing fee schedule. The proposed new fee schedule is located below as Exhibit A and if adopted will be part of the internal Records Management Manual. The Gilbert Police Department has also identified a need to update their fee schedule in response to additional record types being processed, additional software being used and the need for additional personnel time to review and redact records for dissemination. Exhibit B outlines the proposed changes and provides clarification on the need.

Exhibit A: Town Clerk Public Record Fee Schedule

Exhibit B: Gilbert Police Department Fee schedule

DATE POSTED ON TOWN OF GILBERT WEBSITE: March 8, 2021

Exhibit A
Proposed Public Record Fee Schedule
Town Clerks Department

Fees have been established administratively by the Clerk for public records requests. The fees comply with State and Federal laws, where appropriate, and reviewed by the Town Attorney.

Non-Commercial Records

Black/ White Copies (8 ½ x 11; 11 x 14, 11 x 17) *two-sided copies charged as two copies	\$0.25 per copy
Color Copies (8 ½ x 11; 11 x 14, 11 x 17) *two-sided copies charged as two copies	\$0.50 per copy
Media storage device	\$8.00 per device
Documents available electronically	No Charge

Commercial Records

Minimum Charge	\$10.00 per request
Black/ White Copies (8 ½ x 11; 11 x 14, 11 x 17) *two-sided copies charged as two copies	\$0.25 per copy
Color Copies (8 ½ x 11; 11 x 14, 11 x 17) *two-sided copies charged as two copies	\$0.50 per copy
Media storage device	\$8.00
Documents available electronically	No Charge

Subpoenas (Pursuant to A.R.S. § 12-351)

Copies	\$0.25 per copy or as determined by statute
Personnel time	\$25.00 per hour or as determined by statute
Documents available electronically	No Charge

Publications

Budget, Capital Improvement Program, Codes	Actual cost to produce
Documents available electronically	No Charge

Fire Records

Environmental Inspection Reports	\$15.00 each
Fire Incident Reports	\$15.00 each

Maps, Plat Maps, Drawing

8 ½ in. x 11 in.	\$0.20 per page (5 pages max)
As-Built Map (24 x 36)- copy produced internally	\$2.00 per sheet (3 sheets max)
Maps reproduced externally	Actual Cost rounded to nearest dollar

CD/Flash Drive	\$25.00
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Claims Presented to United States Government (governed by Federal law)

Fees may not be charged for documents used in connection with a claim for a pension, allotment, allowance, compensation, insurance, or other benefits, which is to be presented to the United States or a bureau or department.



Gilbert Police Department

Exhibit B

Gilbert PD Proposed Records Release Fees

- Police Reports – \$5.00 - Original report, attachments and supplements
- Event Chronology –\$5.00 - Full chronology on DR or event number from CAD
- 911 Audio – \$10.00 - 911 or non-emergency phone calls as well as radio traffic if requested
- Photos/Evidence- \$10.00 – Either photos from Axon or items received on a CD from P&E
- Body Worn Camera – \$25.00 - All submitted BWC footage associated with a DR or Event number
- Local Criminal History Report – Notarized report of criminal activity - \$5.00
- Name Search and Premise History – These items are produced with a computer created report and will remain free. Any further documentation from this list would be charged the appropriate per item fee.

Police Reports and Event Chronologies – Redaction must be applied to all reports and event chronologies. The amount of work that goes into redacting a report varies greatly based on the type of report being released. For example, a report handled at the patrol level like a custody exchange can be handled by records clerks with minimal redactions. An abuse case or an active case would need to be looked at by detectives to apply similar redactions. To keep it simple, we would like to keep the price of our reports at \$5.00 regardless of the size or type of report.

911 Audio, Photos, and Evidentiary Documentation- The average 911 request contains one phone call and two radio channels. It takes on average, 45 minutes to complete each request by records clerks who make on average \$19 per hour which would total \$14.25 per request. The number of photos attached to each case has increased with the adoption of Axon Capture. To fulfill the requests for audio or digital photos, specialized equipment and training are required. The amount of time devoted to this task is similar to the 911 audio which puts it in line with our \$10.00 ask.

Body Worn Camera - The average BWC request contains 5.5 videos and takes 3.3 hours to complete by Teleserve who makes an average of \$20 per hour would total \$66 per request. This price point is way to high to expect the public to pay on every records request, \$25 is more feasible and in line with other agencies. Before Teleserve receive the BWC footage to begin the redaction process, the footage has typically been viewed by detectives and other specialists. BWC fulfillment is our most time consuming and demanding task.

Local Criminal History Report – A letter of clearance requires a document that is created by a records clerk to be notarized. A letter of clearance takes on average of twenty minutes to complete. The hourly cost for a records clerk to complete this task would be \$6.33 basing it off a \$19 average rate of pay.



Gilbert Police Department

Name Search and Premise History – The Records Department spends a large amount of time on these tasks. However, they are computer generated reports that provide the public with data needed for future requests. We do not feel we need to charge for this service.