

Mission: To enhance the region's economy and quality of life by providing efficient cargo and air passenger access to national and global markets.

Port Public Records Request Price List

Description	Price
Standard copy/scan	0.25 per copy/scan
CAD drawings (hard copy)	price determined according to size
Electronic (PDF/TIFF) (pre-existing electronic documents)	N/C
CD/DVD (Note: price only covers the materials cost and any significant labor will be charged per labor fees)	1.00 each
BOXED RECORDS	
Next-Day Delivery	
Records Box delivery and return	8.65 per box
Delivery Charge (round trip)	38.00 per delivery
Half-Day Delivery	
Records Box delivery and return	8.65 per box
Delivery Charge (round trip)	71.00 per delivery
Rush Delivery (3 hours) Business day	
Records Box delivery and return	13.00 per box
Delivery Charge (round trip)	106.00 per delivery
Rush Delivery (3 hours) Weekends/Holidays/After hours	
Records Box delivery and return	13.00 per box
Delivery Charge (round trip)	196.00 per delivery
Certified, Postage, shipping	current postal rate

Labor fees:

Labor fees are based on the actual cost of the employee performing the work, which includes hourly payroll rate, benefits, and overhead. Labor fees apply to requests that require more than a nominal amount of staff time, research, review which can include attorney review. Labor fees may include those for finding, compiling, refiling, copying and reviewing requested records, separating exempt material and redacting, and supervising inspection of records.

Outside Services:

The Port is authorized to enter into contracts for legal services and other services integral to the provision of providing public records. Costs associated with outside services shall be billed directly to the requestor.

Fee waiver:

The Port may reduce or waive fees if making the records available primarily benefits the general public. In order to have a request for waiver considered the requestor should, but is not required to provide a statement about how the release of the records affects the community or the public as a whole in contrast to a concern or interest of a private individual or entity. All requests are evaluated on the circumstances as a whole, including the burden to the Port in locating or preparing the records.