

# HOW TO REQUEST A SPEED ZONE RECORD FROM ODOT

## General Information About ODOT Records

Per Oregon Revised Statute 192.4209, every person has a right to inspect any public record of a public body in this state, except as otherwise expressly provided by ORS 192.501 to 192.505 [regarding exempt public documents]. You may visit our Salem office at 355 Capitol Street NE, 5<sup>th</sup> floor; or contact us via phone, fax or email. Some information is also available on our website.

You may also obtain copies of records subject to the below. ODOT will certify true copies of public record(s) upon request. A reasonable period (up to 10 days), as determined by ODOT, shall be allowed for the records to be located and assembled.

## ODOT Record Fees

We are happy to fulfill document requests. In accordance with Oregon Law, Rules and Procedures, we are required to recoup costs in excess of \$13 to provide requested copies or other documentation.

Often the document requests will have costs under the \$13.00 limit. Copies of speed zone orders are usually in that category. In those cases where production costs exceeds the limit, we must have the payment in advance or at the same time as the requested copies are received.

Fees charged include some combination of the time needed to handle the request (the first 15 minutes is free), cost of generating additional documentation if requested, a certified copy fee if requested, materials, and the cost for delivery mode chosen (fax, email, regular mail, overnight, etc). Current unit costs are listed below to give you an idea of what to expect. Upon receiving your request we will let you know if a charge is likely.

### **Costs for Copies of Speed Zone Investigations**

<u>Task</u>	<u>Unit Cost</u>
Research/Labor, etc @ \$6.25 per quarter hour increment after 1st 15 minutes	\$6.25
Additional Charge - any Large size Map (color copying - Specify Unit Cost)	Varies
Copies @ 25¢ a page	\$0.25
Color Copies @ 41¢ a page	\$0.41
Certification @ \$5.00 each	\$5.00
Compact Disc @ 5.00 each	\$5.00
Fax @ \$5.00 first page	\$5.00
Fax additional pages @\$1.00 additional page	\$1.00
Email	Free
Postage @ 41¢ up to 1 ounce	\$0.39
Additional Postage @ 24¢ each additional ounce	\$0.24
Overnight Delivery @ about \$8.00 to about \$13.50 depending on weight/distance	Varies

Note: If you have read or received advice that speed zone investigation documents will be an effective defense against a traffic ticket, it would be prudent to consult a qualified attorney for a second opinion.

See Oregon Constitution, Article IX, Section 3a; ORS 162.305, ORS 192.001, ORS 192.005, ORS 192.410, ORS 192.410(6), ORS 192.420, ORS 192.440, ORS 192.450, ORS 192.501, ORS 192.502, ORS 825.517, ORS 826.008, OAR 166.030-0016, OAR 731-001-0025, ODOT Policy 7-4 and ODOT Procedure 7-4-1