

**Resolution 2012-13**  
**Fees for Copying of Public Writings Policy**  
**(This Resolution Supersedes Resolution 2003-112)**

**WHEREAS**, County staff often receive requests from the public for copies of County documents; and,

**WHEREAS**, *Idaho Code* §9-338 acknowledges the right of every person to examine and take copies of all public records in Idaho; and,

**WHEREAS**, the Kootenai County Board of Commissioners desire to provide the most efficient customer service possible; and believe that establishing consistent guidelines for County departments increases our ability to provide such customer services; and,

**WHEREAS**, the County Recorder and Clerk of the District Court are allowed by *Idaho Code* §31-3219 to charge \$1.00 per page for photographic copies of records; and,

**WHEREAS**, all other County departments are governed by the guidelines established in *Idaho Code* 9-338;

**NOW THEREFORE, IT IS HEREBY RESOLVED** that all Kootenai County departments, with the exception of the County Recorder and Clerk of the District Court, shall charge fees for copying of public writings in accordance with Idaho Code 9-338, and as follows:

One (1) to One Hundred (100) pages	no charge
One Hundred One (101) pages or more	five (5) cents per page
CD reproduction	\$2.00

**BE IT FURTHER RESOLVED** that in circumstances when staff time associated with locating and copying requested documents exceed two (2) person hours, the department shall charge actual staff costs, to include salary plus benefits. In addition, the custodian may require advance payment of the cost of copying.

Upon a motion to adopt the text of the foregoing Resolution made by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, the following vote was recorded:

Commissioner Nelson:  
Commissioner Green:  
Chairman Tondee:

Upon said roll call, the text of the foregoing was duly enacted as a Resolution of the Board of Commissioners of Kootenai County, Idaho on the 20th day of March 2012.

KOOTENAI COUNTY  
BOARD OF COMMISSIONERS

ATTEST:  
CLIFFORD T. HAYES, CLERK

\_\_\_\_\_  
W. Todd Tondee, Chairman

By: \_\_\_\_\_  
Deputy Clerk

\_\_\_\_\_  
Daniel H. Green, Commissioner

\_\_\_\_\_  
Jai Nelson, Commissioner

C: County Departments; file