

1.01 COMPLIANCE

The District shall fully comply with the Oregon Public Records Law, ORS 192.410-192.505.

1. Specificity of Request: In order to facilitate the public's access to records in the District's possession, and to avoid wasted staff time, persons requesting access to public records for inspection or copying, or who submit written requests for copies of public records, shall specify the records requested with particularity, furnishing the dates, subject matter and such other detail as is necessary to enable District personnel to readily locate the records sought.
2. Access: The District shall permit inspection and examination of its non-exempt public records during regular business hours in the District's offices, or such other locations as the Board may reasonably designate from time to time. Copies of non-exempt public records maintained in machine readable or electronic form shall be furnished, if available, in the form requested. If not available in the form requested, such records shall be made available in the form in which they are maintained. ORS 192.440(2).
3. Certified Copies: Certified copies of non-exempt public records shall be furnished upon request, providing receipt of payment for certified copies is received per fee schedule 1-5-1.02.
4. When a request is submitted in writing, the district must respond within five business days acknowledging the receipt of the request. The district then has an additional 10 business days to fulfill the request or issue a written response estimating how long fulfillment will take. The district is not subject to this response timeframe if it is awaiting a response from the requestor seeking clarification of the inquiry or if the requestor has not agreed to pay for the records, provided that the cost is \$25 or more. Other considerations that apply are:
 - a. Complicated requests
 - b. Large volume of requests
 - c. Requests involving documents not readily available or if the necessary staff are unavailable to fulfill the request.

1.02 FEES FOR PUBLIC RECORDS

In order to recover its costs for responding to public records requests, the following fee schedule is adopted (See also Ordinance #2006-2007-101).

1. Copies of Public Records; Certified Copies: Non-exempt copies of public records shall be \$5 for the first page and \$.25/page thereafter, per page for standard, letter size copies. Copies shall be certified for an additional charge of \$5.00 per page.
2. Copies of Sound Recordings: Non-exempt copies of sound records of meetings shall be available at a cost of \$20 per copy.
3. Copies of Maps and other Non-Standard Documents: Charges for copying maps or other non-standard size documents shall be charged in accordance with the actual costs incurred by the District.
4. Research Fees: If a request for records requires District personnel to spend more than 15 minutes searching or reviewing records prior to their review or release for copying, the minimum fee shall be \$35 per hour with a minimum charge for one quarter hour. The District shall estimate the total amount of time required to respond to the records request, and the person making the request shall make payment for the estimated cost of the search and copying of the records in advance. If the actual time and costs are less than estimated, the excess money shall be refunded to the person requesting the records. If the actual costs and time are in excess of the estimated time, the difference shall be paid by the person requesting the records at the time the records are produced.
5. Additional Charges: If a request is of such magnitude and nature that compliance would disrupt the District's normal operation, the District may impose such additional charges as are necessary to reimburse the District for its actual costs of producing the records.
6. Excess Fees: For all fees greater than \$25, the District will provide a written estimate of the amount to the requestor and receive confirmation that the requestor wants the District to process the request before fulfilling the public records request.
7. Reduced Fee or Free Copies: Whenever it is determined that furnishing copies of public records at a reduced fee or without costs would be in the District's best

interests, the Board may so authorize.

1.03 AUTHORIZATION FOR REQUIRED FOR REMOVAL OF ORIGINAL RECORDS:

At no time shall an original record of the District be removed from the District's files or the place at which the record is maintained, except upon authorization of the Board of Directors of the District or to comply with a legal requirement.

1.04 ON-SITE REVIEW OF ORIGINAL RECORDS:

If a request to review original records is made, the District shall permit such a review provided that search fees are paid advance in accordance with paragraph 1-5-1.02 above. A District representative shall be present at any time original records are reviewed, and the charges for standing by while records are reviewed shall be the same as the charges for searching or reviewing records.

1.05 UNAUTHORIZED ALTERATION, REMOVAL OR DESTRUCTION OF ORIGINALS:

If any person attempts to alter, remove or destroy any records, the District representative shall immediately terminate the review and notify the attorney for the District.