

POLICY - 5.1.3 - PUBLIC RECORDS - INSPECTION & COPYING
SCOPE - BOARD OF DIRECTORS & ALL PERSONNEL

The District maintains a distinct commitment to the Oregon Open Meetings Laws and related public records disclosure requirements. The public can be assured that the District will make available for inspection all public records not exempt from disclosure to any person, organization, or agency making such requests. To facilitate the public's access to public records in the District's possession, and to avoid unnecessary expenditure of 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 dates, subject matter, and such other detail which would permit ready location of the records sought.

The District shall permit inspection and examination of its non-exempt public records during regular business hours in the District's main office, or such other locations as the Board may designate from time to time. The public may make copies utilizing their own materials and/or equipment during the inspection/examination.

At no time shall an original record of the District be removed from the District's custody or place where the public record is regularly maintained without prior authorization by the Board of Directors, or subpoena by a court of law having jurisdiction. Further, there shall be documentation of that transfer of possession in the form of a written receipt.

Certified copies of non-exempt public records shall be furnished upon request. 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.

FEES FOR COPIES

To defray costs associated with providing copies of non-exempt public records, the Board of Directors does hereby elect to exercise the right, granted under ORS 192.440(3), to assess a fee for such requests. The fee assessed for copying such non-exempt public records will be computed using the following schedule:

1. Routine, uncertified copies not requiring extensive research time to locate, identify, format, and approve as permissible for release - \$2.50 per document, plus \$0.25 per page.
2. If a request for records requires a research time commitment by the

District for longer than fifteen (15) minutes, there shall be a research charge assessed at a rate of \$5.00 per quarter hour.

3. Certification of copies - \$2.50 per document.
4. Tape recordings and other electronically stored materials will be billed based upon the actual cost of the tape, computer disc, etc., plus time required to make the appropriate copy computed at a rate of \$5.00 per quarter hour with a minimum charge of one quarter hour.
5. A change of format will be billed for actual time for such a change at a rate of \$5.00 per quarter hour, with a minimum charge of one quarter hour, plus any additional actual costs associated with the change of format. Changes of format calculated to address requirements of the American Disabilities Act will not incur any additional charge.
6. If the request requires a legal opinion or research from the District's attorney, the requester shall be billed in accordance with the actual costs incurred by the District. These charges are in addition to the normal rates for copying. Under this condition, the District shall provide an estimate of the proposed costs for the requested copies, and the person making the request shall deposit a sum with the District, equivalent to that estimate. Any adjustments shall be made after the actual costs have been determined upon conclusion of the copying.

The actual costs incurred for research will be billed to the person making such a request, even if the research is unable to locate the requested documents or records, or if there is a determination that the requested record meets the requirements of an exempt public document.

7. The District reserves the right to waive or reduce a fee assessment for copies whenever the public interest is best served by such action.