

Lower Umpqua Library District	Administrative: "Policy on Public Records"	Number A-006 Page 1 of 3
Effective date: 08-07-2018 Revised: 10-24-2019	OPR: Board of Directors	Author(s): Bridge

Lower Umpqua Library District

Administrative

Compliance

The District shall fully comply with the Oregon Public Records Law, ORS 192.311-192.478.

- **Specificity of Request:** In order to facilitate the public's access to 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 the dates, subject matter and such other detail as may be necessary to enable District personnel to readily locate the records sought.
- **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 District Manager 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).

When a request is submitted, the requester must use the District's "Public Records Request" form, available from the District. Upon receipt of a properly executed "Public records Request" form, the District must respond within five (5) business days, acknowledging receipt of the request. The District then has an additional ten (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 requester seeking clarification of the inquiry or if the requester has not agreed to pay for the records, providing that the cost is \$25.00 or more. Other considerations that may apply are:

- Complicated requests
- Large volume of requests
- Requests involving documents not readily available or if the necessary staff are not available to fulfill the request

Fees for Public Records

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Fees must be limited to no more than \$25.00 unless the requestor is provided with a written notification of the estimated amount of the fee and the requestor confirms that he/she wants the public body to proceed. In order to recover its costs for responding to public records requests, the following fee schedule is adopted by the District:

- Copies of Public Records: Copies of public records shall be 15 cents per copy for standard, letter size copies.
- Copies of Sound Recordings: Copies of sound recordings of meetings shall be \$25.00 per copy.
- Copies of Maps and Other Nonstandard Documents: Charges for copying maps or other nonstandard size documents shall be charged in accordance with the actual costs incurred by the District.
- 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 \$15.00 per hour and additional charges shall be in ¼ hour increments. The District shall estimate the total amount of time required responding 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.
- 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.
- Reduced Fee or Free Copies: Whenever it determines that furnishing copies of public records in its possession at a reduced fee or without costs would be in the public interest, the Board or District Manager may so authorize. ORS 192.440(4).

Authorization 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 regularly maintained, except upon authorization of the Board of Directors or Manager of the District.

On-Site Review of Original Records

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

Unauthorized Alteration, Removal, or Destruction of Records

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

Public Records Request

Lower Umpqua Library District
395 Winchester Avenue
Reedsport, OR 97467
541-271-3500

Request # _____

Name: _____ Phone: _____

Address: _____ E-mail: _____

City/State/Zip _____

Provide detailed description of documents requested: *(Attach additional sheet if needed)*

REQUESTOR TO READ AND SIGN UPON SUBMITTING REQUEST

I understand that every person has a right to inspect any public record of a public body in this state, except as otherwise provided by ORS 192.496 to 192.505. I understand that the documents or records requested may not be immediately available for my review and that I may need to make an appointment to review the documents or records. I acknowledge that there may be a cost for the research time to retrieve the requested records and costs for duplication of requested documents. If research time is required, I understand I will be notified of the estimated cost prior to retrieving the documents or records. I also understand that prepayment for research time and copies may be required. I acknowledge that any documents or records made available to review must not be disassembled and must be left intact, and that I cannot make copies myself.

Signature of Requestor

Date

FOR INTERNAL USE ONLY

(See fee schedule for costs)

Copies: \$.15 ea. # Copies made: _____ \$ _____

Research fee (first ¼ hour no charge): Length of time: _____ \$ _____

Other media or materials:

_____ \$ _____
\$ _____
\$ _____
\$ _____

Total amount received \$ _____

Request Filled By: _____

RETURN THIS FORM TO DISTRICT MANAGER

INSTRUCTIONS FOR REQUESTING PUBLIC RECORDS

1. Requests must be in writing using the form provided.
2. Submit request to the Lower Umpqua Library District, 395 Winchester Avenue, Reedsport, OR 97467.
3. The District shall respond to all requests as soon as practical and without unreasonable delay within five (5) business days or, within five (5) business days will explain why more time is needed for a full response.
4. If inspection of documents is preferred over copies, such inspection shall occur during normal business hours. An acceptable inspection time and place will be arranged between the requestor and the staff person. Space is provided for one person to inspect records per request.
5. The District will submit a cost estimate to the requestor to provide the requested documents, including copying charges, research time (if required), and separating exempt from nonexempt materials. There is no research cost for the first ½ hour of staff time. Requestor must confirm to the District to proceed with the request following receipt of the cost estimate.
6. If the estimated cost is \$25.00 or more, the District shall require a deposit in the full amount of the estimate before fulfilling the request. If the actual cost exceeds the estimate, the District will not release the documents until the fee is received in full.
7. If the estimated cost is less than \$25.00, the District will fulfill the request and present the requestor with an invoice to be paid before release of the documents.
8. If the record requested is in storage offsite, a fee is charged for its retrieval.

COSTS FOR MISCELLANEOUS SERVICES

Photocopying:

Black & White Copies: (per page) \$.15

Cassette Tape or CD Duplication (per event/meeting) \$25.00

Research Cost: Staff hourly wage, plus benefits (first ¼ hr. free) Varies