

ADOPTED: FEBRUARY 1, 2013

REVISED: DECEMBER 16, 2025

A. COMPLIANCE

The District shall fully comply with the Oregon Public Records Law. Refer to ORS Chapter 192.

1. 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.
2. The District shall make public records available to the public with a written procedure including associated fees.
3. Access: The District shall permit inspection and examination of its nonexempt public records during regular business hours in the District's offices, or such other locations as the Board may reasonably designate.

Copies of nonexempt 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.

When a request is submitted in writing, the District must respond within five business days acknowledging receipt of the request. The District then has an additional 10 business days to complete the request or issue a written response estimating how long fulfillment will take. These timeframes are tolled while the district is awaiting a response from the requester seeking clarification of the inquiry or if the requester has not agreed to pay for the records, provided that the cost is \$25 or more. Other considerations that may allow for an extension of the timelines above include:

- Complicated requests
 - Large volume of requests
 - Requests involving documents not readily available or if the necessary staff are unavailable to fulfill the request
4. Certified Copies: Certified copies of nonexempt public records shall be furnished upon request, upon receipt of payment of applicable fees reasonably calculated to reimburse the District's actual cost.

B. FEES FOR PUBLIC RECORDS

In order to recover its costs for responding to public records requests, the following fee schedule is adopted by the District: Fees are reasonably calculated to reimburse

actual costs, including staff time, materials, and delivery. The first 30 minutes are provided at no charge.

1. Copies of Public Records; Certified Copies: Copies of public records shall be 5 cents per page, letter size copies. Copies shall be certified for an additional charge. Certified copies shall be \$5.00 per certified page.
2. 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 and Inspection Fees: If a request for records requires District personnel to spend more than 15 minutes searching, reviewing, or redacting records prior to their review or release for copying, the charge for such shall be actual staff time costs (including wages and benefits) with a minimum fee of \$20.00 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.

3. 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.
4. Reduced Fee or Free Copies: The District may reduce or waive fees when disclosure is in the public's interest pursuant to ORS 192.324(5).
5. If the estimated cost is \$25 or greater, the District must inform the requestor and obtain payment prior to fulfilling the request.

C. 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 of the District.

D. ON-SITE REVIEW OF ORIGINAL RECORDS

If a request to review original records is made, the District shall permit such review once applicable search fees are paid in advance in accordance with paragraph B.4.A. District representative shall be present during any inspection of original records. Charges for staff time spent monitoring the review shall be assessed at the same rate as charges for searching or reviewing records.

E. UNAUTHORIZED ALTERATION, REMOVAL OR DESTRUCTION OF ORIGINALS

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.