

CHEHALEM PARK AND RECREATION DISTRICT

Public Records Request Policy

Board of Directors approved and made official on June 28, 2024

Compliance

Chehalem Park and Recreation District fully complies with the Oregon Public Records Law, ORS 192.001-192.513.

Instructions to Patrons

- **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 staff to readily locate the records sought.
- **Access:** Chehalem Park and Recreation 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 director may reasonably designate from time to time. 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. ORS 192.324(2).

Fees for Public Records

Chehalem Park and Recreation District makes every effort to provide records without cost to the requester. However, some requests may require copying or significant amounts of staff time and/or legal counsel time. In order to recover its costs for such requests, the district may charge fees associated with searching for and copying records. The Superintendent may waive these fees at his/her discretion. Good faith, calculated estimate fees shall be provided with written notification of the estimated amount of the fee. The requester must confirm that s/he wishes to proceed and Chehalem Park and Recreation District must receive payment in full in advance of proceeding with the request. While the district will make every effort to calculate as accurate a cost estimate as possible, the actual charge may vary, and it is possible that further costs may be incurred while the request is fulfilled, or that a partial refund may be issued if costs are not as high as estimated. For example, if no document is found and there is no need for legal review for potential attorney-client privilege, then the portion of the estimate for legal counsel time would not be needed.

Fees are as follows:

- Paper copies or printouts: \$0.25 per single-sided page
- Copies of nonstandard materials (for example, maps, videos, sounds recordings): Fees shall be the actual costs incurred by the district plus staff time.
- Research fees: If a request requires district staff to spend more than 30 minutes searching or reviewing records prior to their review or release for copying, the fee shall be from \$30 to \$50 per hour, according to the level of staff involved in labor, at a

minimum of one hour. Attorney time will be billed at \$370 per hour if applicable. The district shall estimate the total amount of time required to respond to the records request and must be paid in advance before the search will proceed. If the actual time and costs are less than estimated, the excess money shall be refunded to the requester. If the actual time and costs are in excess of the estimated time, the difference shall be paid by the requester when 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 for its actual costs of producing the records.

Personally Identifying Information to be Separated or Redacted

In accordance with ORS 192.338, 192,345, 192.355, and 192.377, Chehalem Park and Recreation District shall separate the exempt and nonexempt records and make the nonexempt records available to the requester. Where necessary, exempt material, including personally identifying information, shall be redacted from any public records requests.

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 the Superintendent.

On-Site Review of Original Records

If a request to review original records is made, Chehalem Park and Recreation 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 record of the district, the district representative shall immediately terminate such person's review, and notify the district's general counsel attorney.

Approved CPRD Board of Directors June 28, 2024.

