## **Corvallis Rural Fire Protection District (“CRFPD”)**

## **Public Records Request Policy**

**Compliance**

The CRFPD 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: CRFPD 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 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 192.324(2).

**Fees for Public Records**

CRFPD makes every effort to provide records without cost to the requester. However, some requests may require copying or significant amounts of staff time. In order to recover its costs for such requests, the district may charge fees associated with searching for and copying records. The director may waive these fees at his/her discretion. Fees shall be limited to no more than $50 unless the requester is provided with written notification of the estimated amount of the fee and the requester confirms that s/he wishes to proceed.

Fees are as follows:

* + Paper copies or printouts: $0.15 per side for black and white or $0.50 per side for color.
  + Copies of nonstandard materials (for example, maps, videos, sounds recordings): Fees shall be the actual costs incurred by the district plus staff time used to them.
  + Research fees: If a request requires district staff to spend more than 15 minutes searching or reviewing records prior to their review or release for copying, the fee shall be $50 per hour, charged in 15-minute increments, for any time spent over 15 minutes. 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, CRFPD 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 district director.

**On-Site Review of Original Records**

If a request to review original records is made, CRFPD 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.