

Central Oregon Intergovernmental Council
Public Records Request Policy

Table of Contents

<u>Section</u>	<u>Page</u>
1. Purpose and Compliance.....	1
2. Public Records Requests - Procedure.....	1
2.1 Method of Records Requests.....	1
2.2 Specificity of Records Requests.....	1
2.3 COIC Response.....	1
2.4 Completion of Records Request.....	2
2.5 COIC Attorney.....	2
2.6 Access to Public Records.....	2
2.7 Public Records Request Form.....	3
2.8 Certified Copies.....	3
3. Fee Schedule.....	3
3.1 Fees for Public Records.....	3
3.2 Fees Exceeding \$25.00.....	3
3.3 Advance Payment of Fees.....	3
3.4 Reduced Fee or Free Copies.....	3
3.5 Modifications to Fee Schedule.....	3
4. Original Records.....	3
4.1 Authorization Required for Removal of Original Records.....	3
4.2 On-Site Review of Original Records.....	3
4.3 Unauthorized Alteration, Removal, or Destruction of Original Records.....	4

1. Purpose and Compliance. The purpose of this policy is as follows: (a) ensure that all requests for public records are handled in a manner that complies with the Oregon Public Records Law, ORS 192.410 - 192.505, as amended; (b) provide reasonable measures to protect and preserve the integrity of the public records of Central Oregon Intergovernmental Council ("COIC"); and (c) maintain office efficiency and order. To the extent this policy conflicts with any federal, state, and/or local laws, regulations, and/or ordinances, COIC will comply with the applicable federal, state, and/or local laws, regulations, and/or ordinances.

2. Public Records Requests - Procedure.

2.1 Method of Records Requests. A request for public records that are in the custody of COIC must be made by submitting a written request, on the form prescribed by COIC, to the following:

Central Oregon Intergovernmental Council
Attn: Executive Director
334 NE Hawthorne Ave.
Bend, Oregon 97701
Telephone: 541-548-8163; Facsimile: 541-923-3416
Email: COIC@COIC.ORG

A public records request may be submitted in person or via mail, facsimile, or electronic mail.

2.2 Specificity of Records Request. All requests for public records must be dated and signed by the person (the "Requester") requesting to inspect the public records or receive a copy of the public records. In addition, in order to facilitate the public's access to public records in COIC's possession, and to avoid unnecessary expenditure of COIC's personnel time, a request to inspect public records or receive copies of public records must contain the following minimum information: (a) the Requester's name and address; (b) the Requester's telephone number or other contact information; and (c) a sufficiently detailed description of the public records requested, including the dates, subject matter, and such other information concerning the requested public records as may be necessary to enable COIC personnel to search for and readily locate the desired public records.

2.3 COIC Response.

2.3.1 Subject to and except as otherwise provided under this policy or applicable law, if the Executive Director receives a written request to inspect or receive a copy of a public record in accordance with this policy and applicable law, COIC will, within five business days after receiving the public records request, acknowledge receipt of the request or complete COIC's response to the request. COIC's acknowledgment will (a) confirm that COIC is the custodian of the requested record, (b) inform the Requester that COIC is not the custodian of the requested record, or (c) notify the Requester that COIC is uncertain whether COIC is the custodian of the requested record. For purposes of this policy, the term "business day" means a day other than Saturday, Sunday, and/or a legal holiday and on which at least one paid COIC employee that received the public records request is scheduled to and does report to work.

2.3.2 COIC may request additional information or clarification from the Requester to expedite COIC's response to the request. If COIC requests additional information or clarification, COIC's obligation to further complete its response to the request is suspended until the Requester provides the requested information or clarification or affirmatively declines to provide that information or

clarification. COIC will close the subject request if the Requester fails to respond within 60 days to COIC's request for additional information or clarification.

2.3.3 COIC will provide the Requester an estimate of the fees applicable to making the public records available for inspection or providing copies. COIC will also advise the Requester that the requested public records will not be released (i.e., COIC's obligation to provide the requested records is suspended) unless and until COIC receives payment of the estimated fees for providing the service. COIC will close the subject request if the Requester fails to pay the fees within 60 days after the date on which COIC informed the Requester of the fees, or fails to pay the fee within 60 days after the date on which COIC informed the Requester of the denial of the fee waiver (if applicable). COIC's failure to advise the Requester of the prepayment obligation will not relieve the Requester of the obligation to pay applicable fees.

2.4 Completion of Records Request. COIC will complete its response to a properly completed written records request as soon as practicable and without unreasonable delay. To this end, as soon as reasonably possible, but no later than 10 business days after the date by which COIC is required to acknowledge receipt of the request under Section 2.3.1, COIC will (a) complete its response to the public records request, or (b) provide a written statement that COIC is still processing the request and a reasonable estimated date by which COIC expects to complete its response based on information then-available. Notwithstanding anything contained in this policy to the contrary, the time periods established under Section 2.3.1 and/or this Section 2.4 do not apply if compliance is impracticable because (x) staff or volunteers necessary to complete the response are unavailable, (y) compliance will demonstrably impede COIC's ability to perform other necessary services, and/or (z) the volume of public records requests being simultaneously processed by COIC. If COIC is unable to comply with the time periods established under Section 2.3.1 and/or this Section 2.4 for a reason identified under this Section 2.4, COIC will, as soon as practicable and without unreasonable delay, acknowledge the public records request and complete the response to the request.

2.5 COIC Attorney. Routine public records requests will be handled by the Executive Director or his or her designee. More complex public records requests and/or public records requests that may implicate the application of one or more statutory exemptions from disclosure will be submitted to COIC's legal counsel for review and evaluation. After reviewing and evaluating the public records request, counsel will (a) make a determination as to whether the public records request may be processed, and (b) inform COIC whether to process the public records request. If counsel determines that COIC is unable to process the requested public records, counsel will provide the Requester a written response identifying the basis for the denial.

2.6 Access to Public Records. COIC will permit inspection and examination of its non-exempt public records during regular business hours in COIC's offices, or such other locations as COIC may reasonably designate from time to time. Copies of non-exempt public records maintained in machine readable or electronic form will be furnished, if available, in the form requested. If not available in the form requested, such public records will be made available in the form in which they are maintained. COIC is not required to engage in any of the following activities: (a) create any new public records and/or customize any existing public records in response to a public records request; (b) produce "lists" of public records that are not already available in the form of a "list"; (c) create a public record to disclose the reasoning behind COIC's actions or other knowledge COIC personnel may have; and/or (d) explain or answer questions or provide legal research and analysis on or about any public records.

2.7 Public Records Request Form. A request for public records must be made by submitting a written request to COIC on the form prescribed by COIC. The public records request form will be made available to the public at COIC and on COIC's website. COIC may make modifications to the public records request form at any time and from time to time as COIC deems necessary or appropriate.

2.8 Certified Copies. Certified copies of non-exempt public records will be furnished upon request and receipt of payment therefor.

3. Fee Schedule.

3.1 Fees for Public Records. In order to recover COIC's actual cost for responding to public records requests, COIC adopts the fee schedule attached hereto as Schedule 3.1.

3.2 Fees Exceeding \$25.00. COIC will not charge a Requester a fee for making the public records requested available for inspection, or for providing copies of the same, in excess of \$25.00 unless COIC first provides the Requester written notification of the estimated amount of the fees and the Requester confirms that the Requester wants the public body to proceed with making the public records available.

3.3 Advance Payment of Fees. All estimated fees for making the public records requested available for inspection, or for providing copies of the same, must be paid before the public records will be made available. If COIC's estimated fees exceeds the actual cost, the overpayment will be refunded by COIC to the Requester. If COIC's estimated fees is less than the actual expense incurred by COIC to process the records request, the Requester will pay such additional fees before the public records will be made available. Public records will not be released for inspection or copying unless and until COIC has received payment from the Requester for providing the requested public records.

3.4 Reduced Fee or Free Copies. COIC may furnish copies of any public record without charge or at a substantially reduced fee if COIC determines that the waiver or reduction of fees is in the public interest because making the public record available primarily benefits the general public.

3.5 Modifications to Fee Schedule. Schedule 3.1 may be modified at any time by board resolution. Any change to Schedule 3.1 will apply as of the effective date of the resolution modifying Schedule 3.1 and will not apply retroactively to any public records request that has been submitted and processed prior to the effective date of such resolution.

4. Original Records.

4.1 Authorization Required for Removal of Original Records. At no time will an original public record be removed from COIC's files or the place at which the public record is regularly maintained except upon authorization of the Executive Director.

4.2 On-Site Review of Original Records. If a request to review original public records is made, COIC will permit such review provided that search fees are paid in advance in accordance with Section 3. If COIC deems necessary or appropriate, COIC may require that COIC personnel be present during the review of any original records. The person reviewing the original records will be charged for COIC personnel's time for being present while the original records are being reviewed.

4.3 Unauthorized Alteration, Removal, or Destruction of Original Records. If any person attempts to alter, remove, and/or destroy any public record, COIC's representative will immediately terminate such person's review and will notify COIC's legal counsel.

Schedule 3.1

Fee Schedule for Public Records Requests

1. Copies of Public Records; Certified Copies. Copies of public records are \$0.25 cents per page for standard, letter size copies. Copies may be certified for an additional charge of \$3.75.
2. Copies of Sound Recordings. Copies of sound recordings of meetings are \$10.00 per copy.
3. Copies of Maps and Other Non-Standard Documents. The actual cost to COIC for copying maps or other non-standard size documents will be charged to the Requester.
4. Records on Compact Disk. Copies of public records may be provided on compact disk if the record(s) are stored in COIC's computer system. Disks will be provided at a cost of \$10.00 per disk and may contain as much information as the disk will hold. Due to threat of computer viruses, COIC will not permit a Requester to provide disks for electronic reproduction of computer records.
5. Records Transmitted via Facsimile and Electronic Mail. The cost of public records transmitted by facsimile is \$2.00 for the first page and \$0.50 cents for each additional page, limited to a 25 page maximum, not including the cover page. The cost of public records transmitted by electronic mail is \$2.00 per electronic mail, plus \$0.25 cents per page, and is limited to 10 MB in size per electronic mail.
6. Labor Costs. COIC's personnel time for researching, locating, compiling, editing, summarizing, tailoring, and/or otherwise processing information and records will be at the hourly rate (or its equivalent) of the personnel responsible for processing the information or public records request, which time will be charged in quarter-hour increments; provided, however, COIC may waive COIC's labor costs for a public records request requiring 10 or fewer minutes of total personnel time. COIC will estimate the total amount of time required to respond to the public records request and the Requester will make payment for the estimated cost in advance. If the actual time and costs are less than estimated, the excess amount paid will be refunded to the Requester. If the actual costs and time exceed are more than estimated, the difference will be paid by the Requester at the time the public records are produced (but before the public records are made available).
7. Delivery and Postage. The Requester will pay the actual cost for delivery of the public records, including postage or courier fees.
8. Attorney Fees. As applicable, the Requester will pay the actual attorney fees charged to COIC for the cost of time spent by the attorney reviewing the public records, redacting material from the public records, and/or segregating the public records into exempt and nonexempt records. The cost of the attorney's time spent determining the application of the Oregon Public Records Law will not be included in the "actual attorney fees."
9. Additional Charges. If a request is of such magnitude and nature that compliance will disrupt COIC's normal operation, COIC may impose such additional charges as are reasonably necessary to reimburse COIC for its actual costs of producing the requested public records.