

## PUBLIC RECORDS REQUEST POLICY

Effective: January 10, 2018

### Compliance

The Port of The Dalles (*Port*) shall fully comply with the Oregon Public Records Law, ORS 192.410-192.505.

- Specificity of Request: Persons requesting access to public records for inspection or copying must submit the attached written request form. The written request shall specify the records requested with particularity, furnishing the dates, subject matter and such other detail as may be necessary to enable Port personnel to readily locate the records requested.
- Access: The Port shall permit inspection and examination of its non-exempt public records during regular business hours in the Port's offices, or such other locations as the Executive Director may reasonably designate from time to time. Copies of non-exempt public records shall be made available in the form in which they are maintained. ORS 192.440(2).
- Response to Request: The Port will respond within five (5) business days to either (a) acknowledge the request, or (b) complete the request.
  - To Acknowledge the Request: The Port will confirm that it is the custodian of the requested record, or inform the requester that the Port is not the custodian, or notify the requester that the Port is unsure whether it is the custodian of the record.
- After acknowledging the request, and within an additional ten (10) business days, the Port must complete the request, or provide a written statement that the Port is still processing the request and provide a reasonable estimated completion date.
- The response time requirements pause when: (1) the Port tells the requester a fee is due to process the request (once paid or waived, the time requirements resume), or (2) the Port requests additional information or clarification for the purpose of expediting the Port's response (once

requestor provides the information or affirmatively declines to provide it the time requirements resume).

- The time limits do not apply if: (1) necessary staff to complete the request is unavailable, (2) processing the request would impede other necessary services, or (3) the volume of requests is too large. The Port must still acknowledge and complete the request as soon as practicable and without unreasonable delay in these situations.
- The Port shall close the request after 60 days if the requester fails to pay fees due or fails to respond to a request for information or clarification.

### **Fees for Public Records**

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 Port:

- Copies of Public Records: Copies of public records shall be \$0.25 cents per copy for standard, letter size copies.
- 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 Port.
- Research Fees: If a request for records requires Port personnel to spend more than 15 minutes searching or reviewing records prior to their review or release for copying, the minimum fee shall be \$20.00 per hour and additional charges shall be in ¼ hour increments. The Port 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.
- Additional Charges: If a request is of such magnitude and nature that compliance would disrupt the Port's normal operation, the Port may impose

such additional charges as are necessary to reimburse the Port 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 Executive Director may so authorize. ORS 192.440(4).

**Authorization Required for Removal of Original Records**

At no time shall an original record of the Port be removed from the Port's files or the place at which the record is regularly maintained, except upon authorization of the Executive Director.

**On-Site Review of Original Records**

If a request to review original records is made, the Port 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.

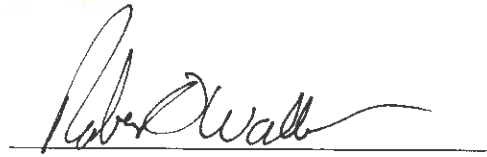
**Unauthorized Alteration, Removal, or Destruction of Records**

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

Passed and Approved this 10<sup>th</sup> day of January, 2018



Greg Weast, President  
Port of The Dalles Commission



Robert Wallace, Secretary  
Port of The Dalles Commission

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## PUBLIC RECORDS REQUEST

Date of Request: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Organization: \_\_\_\_\_

I hereby request the following information from the Port of The Dalles:

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**REQUESTED INFORMATION TO BE DELIVERED BY (DATE):** \_\_\_\_\_

I understand there is a charge for copies of Public Records from the Port of The Dalles. Fees shall be payable in advance of receipt of materials when practical. I hereby agree to pay for the cost of producing the information requested according to the requirements set forth in the Port of The Dalles Public Records Request Policy adopted December 12, 2007. If the estimated fee for providing the information will exceed \$25.00, I understand the Port of The Dalles will notify me of the fee and confirm if I want the Port staff to proceed with making the records available. (ORS192.440(3)(c)).

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

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*Office Use Only:*

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Fee Paid: \_\_\_\_\_ Receipt: \_\_\_\_\_