

Public Records Request Policy

Adopted February 8, 2023

Making a Public Records Request in compliance with the Oregon Public Records Law, ORS 192.410-192.505

A request for public records that are in the custody of the Clatskanie RFPD may be made by submitting the **Public Records Request Form**.

COMPLIANCE

- **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 public records, shall specify the records requested with particularity, furnishing dates, subject matter and such other detail as may be necessary to enable District personnel to readily locate the records sought.

- **Access:**

The district shall permit inspection and examination of its non-exempt public records during regular business hours in the District's office, or such other locations as the District Manager 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 192.440(2).

When a **Public Records Request Form** is submitted in writing, the district must respond within five business days acknowledging the receipt of the request. The district then has an additional 10 business days to fulfill the request or issue a written response estimating how long fulfillment will take. The district is not subject to this response timeframe if it 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 apply are:

- Complicated requests
- Large volume of requests
- Requests involving documents not readily available or if the necessary staff are unavailable to fulfill to the request.

***Please refer to the Public Records Request Instructions and Fee Schedule
January 2023***