



PUBLIC RECORDS REQUEST

Name: _____

Phone: _____

Full Address: _____

Email address: _____

Request is for: _____ Inspection of Public Records at MINET
 _____ Copies of Public Records

Public Records Requested: Please be specific and provide as much detail as possible to allow MINET Fiber staff to determine the requested records' nature, content, and department in which the record(s) may be located, including dates and key words:

How would you like to receive these records?

_____ Pick up at MINET _____ Emailed _____ US Mail (cost of postage will be added)

Public Records Fees include:

- \$32/hour Staff research and search time.
- \$1 for the first page, 20 cents for each additional page.
- Additional costs incurred by MINET Fiber to produce requested records, including the cost of legal consultation (see disclaimer below), will be added to total fees.

Effective Date of Policy: January 1, 2021.

REQUESTOR TO READ AND SIGN UPON SUBMITTING REQUEST: I understand that every person has a right to inspect any non-exempt public record of a public body in this state, except as otherwise expressly provided under Oregon law. Further, I understand that fees may be charged to reimburse MINET Fiber for its actual costs in searching for and making the records available. Such calculation may include staff time, costs for summarizing, compiling, or tailoring a record to meet my request. Copies of large document request may be taken to a commercial copy business. For such requests, the fee will be actual cost plus MINET Fiber staff time. I further understand that my request may result in MINET Fiber consulting an attorney. You will be responsible for actual attorneys' fees charged to MINET Fiber for the cost of time spent by an attorney in reviewing the public records, redacting material from the public records, or segregating the public records into exempt and nonexempt records.

I hereby request that the MINET Fiber Public Records Officer produce the records specified above according to the Records Request Procedures described below. Any fees must be paid in full prior to release of the record(s) requested. I understand that if the fee is not paid in full within 60 days, the request will be closed.

Requestor Signature_____.

Date:_____.

PUBLIC RECORDS REQUEST PROCEDURE

- 1) Requestor is required to fill out a Public Records Request form and submit it to the MINET Public Records Officer at:

publicrecords@minetfiber.net

- 2) A Letter will be sent to requestor within five business days after receipt of the Public Records Request, acknowledging the Public Records Request, stating whether or not MINET has possession of the records, whether MINET claims an exemption from disclosure of any of the requested records, whether MINET is prohibited by state or federal law from acknowledging whether or not MINET is in possession of the records, and the estimated cost of processing (including staff time and copies) the Public Records Request.
- 3) If after receiving MINET's letter the requestor wants to proceed with its Public Records Request, requestor shall make the estimated payment for the Public Records Request. If a fee is due, the response to the Public Records Request will be suspended and no action taken until the fee has been paid in full or waived. If a required fee is not paid within 60 days of the date the fee is requested (or a request to waive the fee is denied), the Public Records Request shall be closed and no action shall be taken.
- 4) Within 10 business days after the later of the date the Public Records Request is acknowledged or 10 business days after payment of the required fee, MINET shall release any non-exempt public records to the requestor or provide the requestor with a written statement that the Public Records Request is being processed and an estimate of when the Public Records Request will be released. If the actual costs exceed the estimated fee, the actual costs must be paid in full before the records will be released. If the actual costs are less than the estimated fee, MINET shall reimburse such funds to requestor.
- 5) The timelines provided in this policy do not apply if compliance would be impractical because the staff needed to complete the response are unavailable; compliance would demonstrably impede MINET's ability to perform other necessary services; or the volume of records requests being simultaneously processed. A Public Records Request that is subject to this section must be acknowledged and completed as soon as practicable and without unreasonable delay.