

Lakeview Soil & Water Conservation District

Public Records Policy

April 2025

Objective

To satisfy requests for Public Records in a timely manner, while complying with Oregon Public Records Laws and privacy laws and in a way that does not create a financial hardship for the Lakeview Soil & Water Conservation District.

Compliance

The Lakeview Soil & Water Conservation District (hereinafter referred to as the “District”) shall fully comply with the Oregon Public Records Law, ORS 192.410-192.505.

- **Format of Request:** All requests for public records shall be made using the District’s Public Records Request Form, available on the District website.
- **Specificity of Request:** In order to facilitated 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 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’s 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, according to ORS 192.440(2).
- **Timeliness:** The District will respond to any written request for public records within 15 business days. If the District determines the fee for the request will be less than or equal to \$50.00, the documents will be furnished within the 15 business days, with the fee due upon receipt of the records. If the District determines that the fee for the request will be greater than \$50.00 the District will respond to the requestor with an estimate of cost and time required to retrieve the records, within 15 business days of the request. For requests greater than \$50.00, the District requires the requestor to pay 100% of the estimate prior to the retrieval of the records. Any charges beyond the actual cost of providing this information will be refunded to the requestor at the completion of the request. Similarly, any costs incurred beyond the estimated costs will be due to the District upon receipt of the records.

Fees for Public Records

If estimated fees will exceed \$50.00, the District must provide the requestor with a written estimate and receive written confirmation from the requestor before proceeding with the request.

In order to recover its costs for responding to public records requests, the following fee schedule is adopted by the District:

- **Photocopying Charges:** \$0.25 per page for standard size copies (8.5"x11"). For all nonstandard sized copies, charges shall be based on actual costs incurred by the District.
- **Postage Fees:** All postage required to provide the requested documents will be charged at the current rate.
- **Administrative Costs:** Staff/Contractor hourly wage, plus benefits with a minimum of ½ hour.
- **Mileage:** If the record requested is stored in an offsite storage facility, the fee to retrieve the document will include mileage calculated at the Federal Mileage Rate.
- **Attorney Fees:** If a public record request requires consulting with an attorney in order to identify or remove documents or information that is exempt from disclosure, the District may impose a fee to the requestor at the attorney's hourly rate to do so.
- **Reduced Fee or Free Copies:** Whenever the District determines that furnishing copies of the public records within the District's possession at a reduced fee or no cost would be in the public's interest, the Chair of the District Board of Directors may so authorize. ORS 192.440(4).

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 District Manager.

On-Site Review of Original Records


Within a reasonable time after receiving a request to review original records, and upon advance receipt of any estimated fees, the District shall establish a time for the review in the District office. A District representative shall be present at any time original records are reviewed, and staff time shall be charged accordingly.

Unauthorized Alteration, Removal, or Destruction of Records

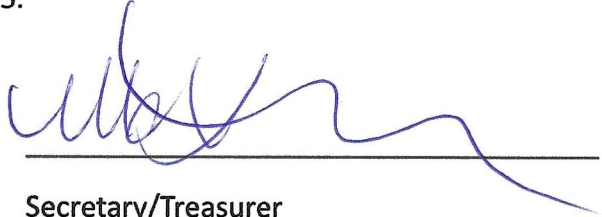
If any person attempts to alter, remove, or destroy any District record, the District representative shall immediately terminate the review, and notify law enforcement as appropriate.

Adoption

This Public Records Policy was adopted by the Lakeview Soil & Water Conservation District Board of Directors on the 19 day of June, 2025.

A handwritten signature in blue ink, appearing to read "Scott", written over a horizontal line.

Chair

A complex, stylized handwritten signature in blue ink, written over a horizontal line.

Secretary/Treasurer