



GLIDE RURAL FIRE PROTECTION DISTRICT STANDARD OPERATING PROCEDURE

DIVISION: ADMINISTRATION

SECTION S.O.P. 1.1

SUBJECT: PUBLIC RECORD REQUESTS & FEES

PURPOSE

The purpose of this procedure is to implement Board Policy 3.10 and to establish general guidelines for billing for requests of public records.

PROCEDURE

1.1.1 PUBLIC RECORDS REQUESTS

- 1.1.1.1 Requests for production of public documents shall be in writing and shall state the name and mailing address of the requestor.
- 1.1.1.2 The Fire Chief, or designee, shall be responsible for reviewing requested materials prior to their release, and will determine if records are statutorily exempt from disclosure including consultation with legal counsel, if appropriate.
- 1.1.1.3 Public records requests received from an opposing party or its legal counsel during pending litigation will be referred to District legal counsel.
- 1.1.1.4 Inspection of public records is permitted by appointment, but does not include the right to enter restricted areas of the District's offices or any other District premises. Original records will not be removed from District property.
- 1.1.1.5 The District will not manipulate data to produce documents that do not exist, create lists from existing databases, or accept standing requests for information that has not been created or retained at the time of the request.
- 1.1.1.6 A staff member shall be present at all times while any public records are being inspected and the requestor shall pay for such time.
- 1.1.1.7 If locating a document will require more than one-quarter of an hour to complete, or will require extensive research or labor, the District will provide to the requestor an estimate of when materials will be available and the costs associated with the request. The District will require a deposit equal to the total amount of the prescribed fee if the costs of producing the documents will exceed one-quarter of an hour of staff time. If the actual costs exceed estimated costs, the District shall present an invoice for the balance of the costs. All fees are due



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prior to the release of the public records requested.

1.1.2 Fees for Public Records

- 1.1.2.1 Fees for services shall be limited to costs recovery.
- 1.1.2.2 Methods of calculating the cost of services shall be identified and generally based upon the average costs of providing the time, materials of requested services, and overhead expenses (TMO).
- 1.1.2.3 The District will calculate fees for services for specific requests when a request is estimated to require more than one-quarter of an hour of staff time to accomplish.
- 1.1.2.4 Cost calculations will include direct costs (personnel and any supplies and services) and indirect costs (administrative, overhead and facility costs).
- 1.1.2.5 No charge will be imposed upon District residents, District property owners, District patients, District victims, or insurance firms of District residents when requesting a basic incident report for incidents involving them specifically. This non-charge will require confirmation of identification and must comply with Oregon Public Records Law, and with Federal and Oregon HIPPA laws.
- 1.1.2.6 Fees are as follows for requests of the following reports, estimated at less than one-quarter hour to complete (includes labor):
 - 1. Incident Report or Patient Care Report \$10.00
 - 2. Fire Investigation Report \$10.00
- 1.1.2.7 Fees will be determined as follows for requests estimated at requiring more than one-quarter of an hour to complete:
 - 1. All requests will be estimated using staff time, materials, and overhead (TMO).
 - 2. Staff wages will be billed at actual wage costs, including payroll taxes and benefits.
 - 3. Invoice costs per request: \$20.00
 - 4. Printing fees: \$.50 per color page; \$.15 per black and white page



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- 1.1.2.8 Potential costs may include the following without additional markup:
1. Archiving retrieval/restoring fees for on-site and off-site storage.
 2. Contracted employee costs of hiring temporary staff, if necessary.
 3. Notary fees.
 4. Disposable supplies.
 5. Other fees incurred.

1.1.3 REVISION AND UPDATE OF FEES CHARGED FOR PUBLIC RECORDS

- 1.1.3.1 The Board will periodically review and update the above fees and charges.


Kris Wood, Office Manager


Ted Damewood, Fire Chief