



PUBLIC RECORDS REQUESTS

Making a Public Records Request

A request for public records that are maintained by the State Fair Council may be made by submitting a written request to:

Director

Oregon State Fair and Exposition Center

2330 17th Street NE

Salem, OR 97301

info@OregonStateFair.org

971-701-6567

The request may be submitted in person, by mail, or by email.

At a minimum, requests must include: (1) the name and contact information of the person requesting the public record; (2) the date of the request; and (3) a detailed description of the record(s) requested to allow the State Fair Council to search for and identify responsive records.

Fees

The State Fair Council may charge fees reasonably calculated to reimburse the State Fair Council for the actual cost of making public records available. Actual costs include those associated with summarizing, compiling, or tailoring public records, either in organization or media, to fulfill the request. Fees may also include those associated with the cost of time spent by an attorney for the State Fair Council to review records, redact materials, or segregate the public records into exempt and nonexempt records.

If a fee estimate exceeds \$25.00, the State Fair Council will first provide the requester with a written estimate. If the requester desires the request to be completed, the State Fair Council will require prepayment of its estimated charges before taking further action on a request. If the requester fails to pay the estimated charges within 60 days of the date on which the State Fair Council informed the requester of the estimated charges, the State Fair Council shall close the request. Any overpayment of estimated charges will be refunded promptly.



Calculation of Fees

The State Fair Council calculates fees for responding to public records requests in the following manner:

- No charge to a requester for the first 30 minutes of staff time. After 30 minutes of staff time, actual staff fees that include researching, locating, compiling, editing, or otherwise processing information and records;
- Multiple requests from the same requester will be charged after exceeding 30 minutes of staff time devoted to responding to any request.
- Fees for staff time may include but are not limited to:
 - Clerical tasks: \$35.00 hour
 - Administrative tasks: \$75.00 hour
- Photocopies of public records - \$0.20/page
- Postage and media – Actual costs incurred by the State Fair Council
- Actual attorney fees charged to the State Fair Council for the cost of time spent by an attorney in reviewing public records, redacting material from the public records, and/or segregating the public records into exempt and nonexempt record