

District Records Request Policy

Purpose

To establish guidelines for public records request, public body response and fees

Compliance

The District shall fully comply with the Oregon Public Records Law.

- Written Request: In order to facilitate the public's access to disclosable records in the District's possession, and to avoid unnecessary expenditure of staff time, requests for copies of public records must be submitted in writing on the form attached to this policy and should describe the requested record(s) with as much specificity as possible. Completed requests must be submitted to the Administrative Assistant of the District in one of the following ways:
 - Mail to PO Box 597, Condon, OR 97823
 - Deliver to 422 N Main St., Condon, OR 97823
 - Email to sgilliamhealth@gmail.com
 - Fax to 541-384-3121

THE DISTRICT WILL NOT BE RESPONSIBLE FOR REQUESTS LOST IN THE MAIL SYSTEM OR DELIVERED TO A SPAM ACCOUNT.

- District Response: Within five (5) business days after receiving the request, the District will acknowledge receipt. The requestor should follow up if they have not received a response within the five-day period. The District has an additional ten (10) business days from the date of the acknowledgement receipt to fulfill the request or issue a written response estimating how long fulfillment will take. This time frame does not apply if the District is awaiting a response from the requester seeking clarification of the inquiry or if the requester has not agreed to pay for the records. Other considerations that may extend the time to respond are:
 - Complicated requests
 - Large volume of requests

- o Requests involving documents not readily available
 - o Unavailability of staff to fulfill the request
 - o The need for an attorney to review the record, redact material or segregate the public record into exempt and nonexempt records
- Onsite Access: Records can be requested to be reviewed in person at the South Gilliam Health Center where the records are located. Onsite access is by appointment only during regular business hours. Appointments to view records onsite will be made within ten (10) business days of acknowledgement of receipt of the request. A District representative (staff or board member) is required to supervise the onsite review of records with the following considerations:
 - o Supervision will be done by a District Board member whenever feasible, at no additional cost to the requestor. If no District Board Member is available within the ten-day response period and District Administrative Assistant is required to supervise, the fee for staff time listed in this policy will be assessed.
 - o Onsite review of records is limited to one (1) hour per session. If the time required to review records is more than one (1) hour, another appointment must be scheduled on a different day/time using the process described above.
 - o Taking photographs of records and note-taking are permitted. Hard copies may be provided for the fee stated in this Policy.
 - o If any person attempts to alter, remove, and/or destroy any public record, the supervising District representative will immediately terminate the appointment and will notify the District's legal counsel.

Fees for Public Records

ORS 192.324(4)(a) States that the public body may establish fees reasonably calculated to reimburse the public body for the public body's actual cost of making public records available, including costs for summarizing, compiling or tailoring the public records, either in organization or media, to meet the request.

All fees must be paid in advance before records will be released to the requestor.

Fees may not exceed \$25.00 unless the requestor is provided with a written notification of the estimated amount of the fee and the requestor confirms that he/she wants the public body to proceed.

In order to recover its costs for responding to public records requests, the following fee schedule will apply:

- Copies of Public Records; Certified Copies: \$.50 cents per page for standard, letter size copies, whether they are faxed, emailed or provided in hard-copy form.

- **Research Fees:** If a request for records requires District personnel to spend more than five (5) minutes searching for or reviewing records in response to a request, the minimum fee shall be \$50/ hour, calculated in ¼ hour increments. The District will estimate the total amount of time required to respond to the records request, and payment for the estimated cost of the search and copying of the records is required in advance. If the actual time and costs are less than estimated, the excess will be refunded. If the actual costs and time are in excess of the estimated time, the person requesting the records must pay the difference before the records will be provided.
- **Mail Costs:** If the request is for the records to be mailed, the cost of mailing will be charged to the requestor.
- **Attorney Fees:** If a request for records requires an attorney to review the public record, redact material from the public record or segregate the public records into exempt and nonexempt records, there will be an additional charge not to exceed the actual fee charged by the attorney to the District.
- **Additional Charges:** If a request is of such magnitude or complexity that compliance would disrupt the District's normal operation, the District may impose such additional charges as are necessary to reimburse the District for its actual costs of producing the records.
- **Reduced Fee or Free Copies:** The District Board or Administrative Assistant may authorize a reduced fee or waive fees if they determine that furnishing copies of public records would be in the public interest.

If the requestor fails to pay any fee within sixty (60) days of the date the requestor is notified of the fee amount, the District may consider the request to be closed.

Adopted by South Gilliam County Health District

Dated Adopted: _____

Cindy Hinton, Board Chairman

Hollie Winslow, Administrative Assistant