

South Gilliam County Health District Public Records Request

Submit this completed request to: Attn: Administrative Assistant, South Gilliam County Health District

- 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

Requester Name: _____ **Date of Request:** _____

Organization Name (if applicable): _____

Mailing Address: _____

_____ *City* _____ *State* _____ *ZIP Code*

Phone: _____ **Fax:** _____

Email: _____

Provide a list and detailed description of the documents you are requesting: (add additional sheet if necessary)

I request that the documents be provided in the following format: (Choose one. Fees are based on one delivery format)

Mailed to address above.

Emailed to address above

Faxed to number above

Call number above for pick up

On site viewing by appointment (will be contacted with day and time options)

Signature: _____ **Date:** _____

Your signature indicates that you understand that SGCHD staff will respond to your request by email or phone as soon as practicable and in accordance to policy. You understand that there may be costs related to this request based on the fee structure adopted by the SGCHD, and you are aware that you will be notified by staff if any fees need to be paid in order to complete your request.

South Gilliam County Health District Public Records Request Fee Schedule

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 requester.

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 request, 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 and 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.