

Please read the Public Records Request Policy and Calculation of Fees documents before submitting a completed form.

The Clatskanie Library District shall fully comply with the Oregon Public Records Law, ORS 192.410-192.505

- Specificity of Request: in order to facilitate 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 must submit written requests for copies of records specifying the records required by date(s), subject matter, and other such detail as may be necessary to enable the Library personnel to readily locate the records sought.
- Access: The Library will permit public inspection and examination of its non-exempt public records during regular business hours (10 – 5 PM, M-F) in the Library. Copies of non-exempt public records maintained in electronic form shall be made available in the form requested if available. If not available in the form requested, they shall be made available in the form maintained. (ORS 192.440(2)).
- When a request is submitted in writing, the Library must respond within 5 business days acknowledging the receipt of the request. The Library then has 10 business days to fulfill the request or issue a written response estimating how long fulfillment will take. The Library is not subject to this response time frame if it is awaiting a response from the requester seeking clarification of the request or if the requester has not agreed to pay for the records provided that the cost is \$25 or more.

Records Exempt from Public Records Law

- The Library shall not release records that the Oregon Attorney General has ruled are exempt from public records law. In general, these relate to personnel and personnel information. A complete list is available at <https://justice.oregon.gov/PublicRecordsExemptions/>.

Removal of Original Records

- At no time shall an original record of the Library be removed from the Library files or the library except upon authorization of the Library Board of Directors.

On-site Review of Original Records

- If a request is made to review original records, the Library shall permit such a review provided that any search fees noted below in "Fees for Public Records" have been paid in advance. A Library representative shall be present at any time original records are reviewed and the charges for standing by while the records are reviewed shall be the same as the charges for searching or reviewing records as noted below.

Unauthorized Alteration, Removal, of Destruction of Records

- If any person attempts to alter, remove, or destroy any Library document or record, the Library representative shall immediately terminate the person's review and notify the police and the Library attorney.

Public Records Request Calculation of Fees

Per ORS 192.324, the Clatskanie Library District has established fees reasonably calculated to reimburse it for the actual cost of making the public records available. In general, there is no charge for supplying public records if the request takes one half hour or less of staff time and can be supplied in an electronic format or with fewer than 20 photocopies. If the request is estimated to take longer than one half hour or consume more library resources, fees will apply. If the fee is higher than \$25, the district will send the requestor a written cost estimate before proceeding with the request. The following is a list of charges:

- There is no charge for less than a half-hour of staff time. This minimum can only apply to one request per requestor per month.
- Staff time required to locate, produce, summarize or otherwise provide records (this does not include making copies; labor is included in the fee for copying):
 - Secretarial/clerical, \$25 per hour.
 - Professional/technical, \$45 per hour.
 - Information Technology, \$65 per hour.
 - Actual attorney fees charged to the district for the cost of time spent by an attorney in reviewing the request and the actual records or segregating the public records into exempt and nonexempt records.
 - Fees will be calculated to the nearest half hour.
- Photocopies, 20 cents per page (includes cost of labor). There is no charge for fewer than 5 pages. This minimum can only apply to one request per requestor per month.
- Maps and other non-standard documents: Charges of copying maps and other non-standard documents that cannot be produced on library equipment shall be billed at actual cost incurred.
- Other items that can be included in the cost of a copy:
 - Shipping charges (including postage).
 - Cost of fax transmission if long distance.
 - Printing costs.
 - Actual cost of any other supplies or services necessary to furnish the material.
 - Other external processing charges.
 - Fees must be limited to no more than \$25. If the fee is over \$25, we will submit an estimate of charges to the requestor. The requestor must confirm to pay the estimate before the district will proceed.

Waiving fees

The library will evaluate requests to reduce or waive fees on a case-by-case basis. The library will take into consideration the cost of producing the information and whether making the records available primarily benefits the general public. A person who believes that there has been an unreasonable denial of a fee waiver or fee reduction may petition the district in the same manner as a person petitions when inspection of a public record is denied under ORS 192.410 to 192.505.