



LOOKINGGLASS RURAL FIRE DISTRICT

PUBLIC RECORDS POLICY

The District shall fully comply with the requirements of Oregon's public records laws, **ORS 192.311-192.431**.

Upon receipt of a written request submitted pursuant to the section Written Request in this Policy, the District shall provide, as appropriate:

- A. A copy of the public record if the public record is of a nature permitting copying; or
- B. A reasonable opportunity to inspect or copy the public record.

The District must acknowledge receipt of the request within 5 business days. Requested records must be provided no later than 15 business days after receiving a request. If the deadline cannot be met, the requester must be notified in writing that the request is still being processed and given a reasonable estimated date of completion. The District may take a reasonable amount of time to determine whether a requested record is partially or fully exempt from disclosure; to redact portions of the requested record(s) as necessary; and to consult with the District's attorney if necessary.

Written Request.

Requests to inspect or copy public records shall be submitted in writing. Requests shall specify the record(s) requested with particularity, furnishing the dates, subject matter and such other detail as may be necessary to enable District personnel to readily locate the records sought. The District may request additional information or clarification from the requester for the purpose of

expediting its response. To facilitate this process, the District may develop a public records request form and make it available in hard-copy form at the District office, or on the District's website. Requests must be presented in person or by regular mail to:

Board President
Lookingglass Fire District
7173 Lookingglass Road
Roseburg OR 97471

Use of District Website:

At the direction of the Board, some documents that are not exempt from disclosure may be made available for review on the District's website. Requesters of public records may be directed to the website to obtain these documents in lieu of requiring a written records request. Meeting minutes shall not be posted on the website until they have been finally approved by the Board.

Written Response:

If the request cannot be accommodated, or cannot be accommodated within the time periods established in this Policy, the District shall provide a written response as required by **ORS 192.324**, indicating the reason for such delay or denial. The written response shall indicate one or more of the following:

- A. The District does not possess, or is not the custodian of, the public record.
- B. The record, or portions of the record, is exempt from disclosure under state or federal law, and citing the applicable law.
- C. The District is the custodian of at least some of the requested public records, an estimate of the time the District requires before the public records may be inspected or copies provided, and an estimate of the fees that the requester must pay under paragraph 7 of this Policy as a condition of receiving the public records.
- D. The District is the custodian of at least some of the requested public records and that an estimate of the time and fees for disclosure of the public records will be provided within a reasonable time.
- E. The District is uncertain whether it possesses the public record and that it will search for the record and make an appropriate response as soon as

practicable.

F. State or federal law prohibits the District from acknowledging whether the record exists or that acknowledging whether the record exists would result in the loss of federal benefits or other sanction. A statement under this paragraph shall include a citation to the state or federal law relied upon.

G. When a public record is subject to disclosure under **ORS 192.355** [relating to possible wrongdoing of the District that is subject to attorney-client privilege], in lieu of making the public record available for inspection by providing a copy of the record, the public body may prepare and release a condensation from the record of the significant facts that are not otherwise exempt from disclosure under **ORS 192.311 to 192.431**. The release of the condensation does not waive any privilege under **ORS 40.225 to 40.295**. The District may take a reasonable amount of time to confer with legal counsel regarding the contents of such disclosure.

Inspection of Records:

The District shall permit inspection and examination of its non-exempt public records during regular business hours in the District's offices. During on-site review of original records, a staff person or board member will be present to ensure the integrity of the records.

Copies of Records:

Copies of non-exempt public records maintained in machine readable or electronic form shall be furnished, if available, in the form requested within a reasonable period of time as determined by the District. Under normal circumstances this period will not exceed 30 business days. If not available in the form requested, such records shall be made available in the form in which they are maintained.

Fees:

The District may charge reasonable fees to reimburse the District for the cost of responding to a public records request. If paid staff are needed, costs includes staff time for making public records available, including costs for summarizing, compiling or tailoring the public records, either in organization or media, to meet the request. The District also may charge a fee to cover the cost of time spent by the District's attorney in reviewing the public records, redacting material from the public records or segregating the public records into exempt and non-exempt records.

There is no charge for responding to a records request if the request can be accommodated in 15 minutes or less. If the response requires more than 15 minutes of paid staff time, the District will charge for staff time required at the staff person's regular hourly rate.

If a person requests that documents be sent to their home/office, a Self-Addressed Stamped Envelope must be included in the request.

Attorney time shall be charged at the attorney's regular hourly rate.

The District will charge per page as described in the Fire District Policies. For copies of sound recordings, color copies, maps and other unusual formats, the charge will be set to reimburse the District for the actual costs incurred, unless the format request is exempt under the Americans with Disabilities Act.

If a request is of such magnitude and nature 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.

The District may provide an estimate of costs in advance, and may require such amount to be paid prior to providing the requested record(s). If the estimated amount exceeds \$25, the District shall provide written notification to the requester and obtain confirmation that the requester desires to move forward with the request. If the actual amount to produce the record(s) exceeds the amount of the estimate, the requester shall pay the additional amount prior to receiving the record(s). If the actual amount exceeds the amount of the estimate, the difference shall be refunded to the requester.

Per **ORS 192.324**, whenever it is determined that furnishing copies of public records at a reduced fee or without cost would be in the public interest and may be done impartially and without undue discrimination, the Board may authorize the waiver by majority vote.

Unauthorized Alteration, Removal, or Destruction of Records:

If any person attempts to alter, remove or destroy any District record, the District representative shall immediately terminate the review and notify the attorney for the District. Law enforcement authorities may also be notified.

Amendments

Any amendments or changes to this policy must be approved by vote of at least three (3) members of the Board. Proposed changes must be presented at one regular business meeting, and then voted on at the next regular business meeting.

END OF DOCUMENT