

Policy Number: 1.7
Sections 1.7.1-1.7.6

Title: Public Records

Adopted September 11, 2018

I. PURPOSE

To comply with Oregon Law regarding the retention, maintenance and distribution of Public Records as outlined in ORS 192.410-192.505.

II. SCOPE

This policy applies to the Administrative Operations of the Fire Authority and all records maintained as identified by ORS.

III. RESPONSIBILITIES

- A. The Fire Chief is identified as the information officer and is responsible for review of public records and dissemination of requested documents per this policy.
- B. It is the responsibility of the Administrative Support Staff to maintain in an organized system all records which may be considered public documents for ease of access and review by members of the public body.

IV. POLICIES

Policy 1.7.1: Compliance

The Fire Authority will maintain a retention process for all public records maintained by the entity for review by the public body. Records that are not exempt for release can be reviewed or obtained by the general public or business in accordance with this policy.

The Fire Authority will respond as soon as possible to all written requests to inspect or receive copy of a public record. Effective January 1, 2018, the Fire Authority shall respond within 5 business days to either acknowledge the request or complete the request.

Acknowledgement of the Request:

The Fire Authority will acknowledge the response by confirming the following in writing:

- A. The public body is the custodian of the record or,
 - B. Inform the requester that the public body is not the custodian, or
 - C. Notify the requester that the public body is unsure whether it is the custodian.
- After acknowledging the request, the public body within 10 additional business days (a total of 15 business days) shall complete the request in its entirety OR provide a written

statement indicating the request is still being processed and a reasonable time for completion.

Exempt Publics Records:

The Fire Authority may deny a request for public records if in accordance with ORS 192.501 the records requested meet the standard for an exempt public record. The Fire Authority may seek advice of legal counsel concerning the status prior to responding with the record or subsequent denial. When denying a request, the Fire Authority shall cite the applicable ORS for denial.

Policy 1.7.2 Fees for Public Records

The Fees for search, review, release and copying of any public records are as follows:

- A. \$.25 for letter size copies and \$.30 for legal size copies
- B. Records requiring more than 15 minutes in review or search time will be assessed at the rate of \$25 per hour with no less than 15 minutes time charged. The total necessary time shall be estimated by the person completing the service and shall be provided to the individual making the request. This charge shall be paid prior to actual completion of the request. Should the request take less time, the overpayment shall be refunded to the individual. Excess costs shall be billed to the individual making the request prior to being provided with the documents.
- C. Copies of sound recordings of meetings shall be provided to the requester at a charge of \$5.00. The Fire Authority will provide this on a CD unless provided with a different form for distribution.
- D. Copies of maps or other nonstandard documents will be charged at a rate reflective of the actual costs incurred by the Fire Authority.
- E. Additional charges may be assessed should the request be of such magnitude and nature that compliance would disrupt the normal operations. The Fire Authority should seek legal advice before completing such request.
- F. The Fire Authority may NOT assess a fee of greater than \$25.00 without first notifying the individual making the request of the estimated cost and confirming in writing that they wish to proceed.

Policy 1.7.3 Authorization for Removal of Original Records

At no time without the approval of the Fire Chief or Fire Authority Board of Directors shall an original document be removed from the Fire Authority files or place of regular record retention.

Policy 1.7.4 On-site Review of Original Documents

The Fire Authority shall permit inspection and examination of its non-exempt public records during normal business hours at the Administrative Headquarters. If the document is not available in the form requested, the record shall be made available in the form in which they are maintained.

Policy 1.7.5 Unauthorized Alteration, Removal or Destruction of Originals

If any person attempts to alter, remove or destroy any records maintained by the Fire Authority or the Fire Districts served by the Fire Authority, the Fire Authority shall immediately terminate such person's review and notify and confer with legal counsel about necessary action.

Policy 1.7.6 Process for Requesting Documents:

An individual or entity requesting a public record from Pleasant Hill Goshen Fire & Rescue and/or any District served by and contracted with the Fire Authority; shall submit such request in writing via USPS, in person at the Administrative Head Quarters or via Email to the District Administrative staff: gfdamin@goshenfd.org

Such request shall include the name of the record or a detailed description, applicable dates and details of the record, format in which requested and the requestor's name and contact information.

Pleasant Hill Goshen Fire & Rescue

Administrative Offices

85880 1st Street

Eugene, OR 97405