

Public Records Policy

The Umatilla County Special Library District (UCSLD) fully complies with the Oregon Public Records Law, ORS 192.001-192.513.

Specificity of Request:

In order to facilitate the public's access to records in the UCSLD's possession, and to avoid unnecessary expenditure of staff time, persons requesting access to public records for inspection or copying must submit a written request for copies of public records and shall specify the records requested with particularity, furnishing the dates, subject matter and such other detail as may be necessary to enable UCSLD personnel to readily locate the records sought.

Access:

The UCSLD shall permit inspection and examination of its non-exempt public records during regular business hours in the UCSLD's offices, or such other locations as the District Director may reasonably designate from time to time. Copies of non-exempt public records maintained in machine readable or electronic form shall be furnished, if available, in the form requested. If not available in the form requested, such records shall be made available in the form in which they are maintained. ORS 192.324(2).

Process

A request for public records that are in the custody of the UCSLD may be made by submitting a written request to:

Umatilla County Special Library District
PO Box 1689
Pendleton, OR 97801
Or director@ucsld.org

The request may be submitted in person, by mail, or email.

The request must:

- Include name and address of the person requesting the public record;
- Include telephone number or other contact information for the person requesting the public record; and
- Include a sufficiently detailed description of the record(s) requested to allow UCSLD to search for and identify responsive records.

The request should:

- Be dated;
- Be signed by the person requesting the public record.

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Within five business days, the UCSLD will either

- (a) acknowledge the request, or
- (b) complete the request.

To acknowledge the request, the UCSLD will:

- Confirm that the public body is the custodian of the requested record, or
- Inform the requester that the public body is not the custodian, or
- Notify the requester that the public body is unsure whether it is the custodian of the record.

After acknowledging the request and within an additional 10 business days (for a total of 15 business days after receiving the request) the UCSLD will:

- Complete the request, or
- Provide a written statement that the public body is still processing the request and provide a reasonable estimated completion date.

Complete means the UCSLD has:

- Provided access to or copies of all non-exempt requested records,
- Asserted any exemptions to disclosure,
- Complied with ORS 192.338 - separate exempt from non-exempt material and make non-exempt material available,
- Provided written statement that the public body is not the custodian of record,
- Provided a statement that federal or state law prohibits the public body from acknowledging whether any requested record exists, AND
- Told the requester appeals rights if exemptions were asserted.

The clock pauses when:

- (1) the public body tells the requester a fee is due to process the request (once paid or waived, the clock resumes), or
- (2) the public body requests additional information or clarification for the purpose of expediting the public body's response (clock starts once requester provides this information or affirmatively declines to provide it).

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The district is not subject to this response timeframe if it is awaiting a response from the requestor seeking clarification of the inquiry or if the requestor has not agreed to pay for the records, provided that the cost is \$25 or more. Other considerations that apply are:

- (1) The necessary staff to complete the request is unavailable, or
- (2) Processing the request would impede other necessary services, or
- (3) Requests involving documents not readily available, or
- (4) Complicated requests
- (5) The volume of requests is too large.

However, the public body must still acknowledge and complete the request as soon as practicable and without unreasonable delay in these situations.

The UCSLD shall close the request after 60 days if the requester fails to pay fees due or fails to respond to a request for information or clarification.

Fees for Public Records:

The UCSLD makes every effort to provide records without cost to the requester. However, some requests may require copying or significant amounts of staff time. In order to recover its costs for such requests, UCSLD may charge fees associated with searching for and copying records. The District Director may waive these fees at their discretion. Fees will be limited to no more than \$25.00 unless the requester is provided with a written notification of the estimated amount of the fee and the requester confirms that they want the UCSLD to proceed.

In order to recover costs for responding to public records requests, the following fee schedule is adopted by the UCSLD:

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- **Copies of Public Records; Certified Copies:**
Copies of public records shall be 25 cents per side for black and white, standard, letter size copies. Color copies shall be 50 cents per side. Copies shall be certified for an additional charge of \$5 per document.
- **Copies of Non-Standard Materials (for example, maps, videos, sound recordings):**
Charges for copying maps or other non-standard size documents shall be charged in accordance with the actual costs incurred by the UCSLD plus staff time.
- **Research Fees:**
If a request for records requires UCSLD personnel to spend more than 15 minutes searching or reviewing records prior to their review or release for copying, the minimum fee shall be \$25.00 per hour charged in 15 minute increments for any time spent over

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15 minutes. The UCSLD shall estimate the total amount of time required to respond to the records request, and the person making the request shall make payment for the estimated cost of the search and copying of the records in advance. If the actual time and costs are less than estimated, the excess money shall be refunded to the requester. If the actual costs and time are in excess of the estimated time, the difference shall be paid by the person requesting the records at the time the records are produced.

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- **Additional Charges:**

If a request is of such magnitude and nature that compliance would disrupt the UCSLD's normal operation, the UCSLD may impose such additional charges as are necessary to reimburse the UCSLD for its actual costs of producing the records.

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- **Reduced Fee or Free Copies:**

Whenever it determines that furnishing copies of public records in its possession at a reduced fee or without costs would be in the public interest, the Board or District Director may so authorize. ORS 192.324(5).

Personally Identifying Information to be Separated or Redacted In accordance with ORS 192.338, 192.345, 192.355, and 192.377

UCSLD shall separate the exempt and nonexempt records and make the nonexempt records available to the requester. Where necessary, exempt material, including personally identifying information, shall be redacted from any public records requests.

Authorization Required for Removal of Original Records

At no time shall an original record of the UCSLD be removed from the UCSLD's files or the place at which the record is regularly maintained, except upon authorization of the Board or the District Director.

On-Site Review of Original Records

If a request to review original records is made, the UCSLD shall permit such a review provided that search fees are paid in advance in accordance with the Fees for Public Records section, above. A 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.

Unauthorized Alteration, Removal, or Destruction of Records

If any person attempts to alter, remove or destroy any UCSLD record, the UCSLD representative shall immediately terminate such person's review, and notify the attorney for the UCSLD.

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