

**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS
POLICY-PROCEDURE MANUAL**



 Cynthia Solie, Executive Director

9-21-12

 Date

Subject	Public Records Request		
Policy Number	GA 12-09-01	Section	
Date	9/20/12		
Originator	Lydia George, Human Resources Manager		
Program Distribution	All		
Board Approval	September 19, 2012		
Review			

Policy:

OCWCOG shall make available, upon request, public records consistent with the provisions of Oregon Revised Statutes governing inspection of public records.

Objective:

This policy establishes procedures for providing public records and fees that may be charged to offset the cost of providing those records.

Procedures:

Completion and Submittal of Public Records Request Form – All requests for public records shall be submitted on the OCWCOG Public Records Request Form. This form may be obtained at any of the OCWCOG offices or downloaded from the OCWCOG website. Information requested on the form and to be provided by the individual seeking the public records is intended to assist the agency in responding to the request in a timely manner.

The form may be submitted in-person at any of the OCWCOG offices or through the US mail to the address indicated on the form.

Coordination of Public Records Requests – Response to public records requests shall be coordinated through OCWCOG General Administration.

All public records requests will be reviewed within one business day and responded to within seven business days. The response may include:

- a. copies of requested public records;
- b. request for additional information in order to allow OCWCOG to locate the requested records;
- c. a statement that OCWCOG is not in possession of the requested records;
- d. an estimate of the approximate date when the records will be made available, if the request involves a search which may take more than one-half hour;
- e. a statement that OCWCOG is prohibited from releasing the information or acknowledging whether it exists; and/or
- f. the estimated fee for providing the records, if applicable (see Fees below).

Exempt Records and Redaction of Information – Per ORS 192.501 and 192.502 certain public records are exempt from disclosure. In addition, OCWCOG may redact information from public records prior to release to comply with state and federal requirements.

Fees – ORS 192.440 authorizes a public body to charge fees associated with public information requests and allows a portion of the fees to be charged up front. The OCWCOG Board has authorized the Executive Director to establish a fee schedule to recover costs associated with public information requests. A fee schedule will be made available to the public, along with a Public Records Request form.

At the discretion of the Executive Director, fees for producing public records may be waived for elected officials, other governmental agencies, members of OCWCOG advisory boards or commissions and the media.

Every effort will be made to provide records electronically or through the OCWCOG website to reduce paper reproduction.