

POLK SOIL AND WATER CONSERVATION DISTRICT

580 Main Street, Suite A
Dallas, Oregon 97338

PUBLIC RECORDS INFORMATION REQUEST POLICY

It is the policy of the Polk Soil and Water Conservation District to meet the intent and requirements of Oregon's Public Records Law (ORS 192.324)

Note: Some Public Records are Exempt from Disclosure.

To support this policy, the board of directors adopted the following procedure to respond to a request for in-house review or search of public records.

- The public must make an appointment to examine public records. Inspection time will be scheduled within a reasonable timeframe and within normal district operating hours.
 - The public will be supervised by a District custodian during review/searches.
 - The District maintains public records it is the custodian of. If at times we are uncertain that we are the custodian or we are not the custodian, we will disclose that to the requester.
 - **Supervision fee has a minimum, non-refundable, half-hour charge of \$20. Hourly rate is \$40.**
 - A non-refundable deposit is required equal to the estimated amount of the fees.
 - District custodian will make copies as requested. Additional fee will apply.
 - An alternative form of this policy and procedure can be requested. (large print, Braille, audio tape, etc.)
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The following procedure is adopted to respond to a request for provision of public records.

- Public record requests must be submitted on Polk SWCD official Public Record Access Order Form.
 - Request must specify the public record desired.
 - Fees for service are listed on the official Public Record Access Order Form.
 - A non-refundable deposit is required equal to estimated fees.
 - Within five business days, a district representative will respond to a Public Record Access Order Form to clarify the request and to estimate the cost. Per ORS 192.440(3)(a), the estimated charges stated on this form will reflect the reasonably calculated fee to reimburse the district for the actual cost of making public records available.
 - The public records requested will be released upon payment of the actual charges within 15 business days, unless otherwise disclosed. The actual charges may vary from the estimated charges. Any deposit charge that exceeds actual cost will be refunded.
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STEPS TO REQUEST PUBLIC INFORMATION

1. Complete the official **Public Record Access Order Form** with summary of request.
2. Return to records custodian to get estimated cost.
3. Sign form and pay estimated cost.
4. You will be contacted in writing when your request has been processed.
5. Make final payment (if needed) and pick-up public request information.

Request Number: _____

**Polk Soil and Water Conservation District
Public Record Access Order Form**

Name: _____ Affiliation: _____ Date: _____

Address: _____ City: _____ State: _____ Zip Code: _____

E-mail: _____ Phone number: _____

Summary of public record request:

I HAVE READ BOTH SIDES OF FORM AND AGREE TO THE TERMS.

Signature Date: _____

Polk SWCD To Fill In Cost:

Estimate Actual Cost

_____ In-office document review (non-refundable supervision fee applies) \$40.00 per hour (Minimum half-hour charge)	\$ _____	\$ _____
_____ Records search @ \$40.00 per hour (Minimum half-hour charge)	\$ _____	\$ _____
_____ Black and White Copies @ \$0.30 per page	\$ _____	\$ _____
_____ Color copies @ \$1 per page	\$ _____	\$ _____
_____ Express mailing, actual cost with a minimum charge of \$10.00	\$ _____	\$ _____
_____ Document certification @ \$2.75 per certificate	\$ _____	\$ _____
_____ Archive retrieval, actual cost with a minimum charge of \$20.00	\$ _____	\$ _____
_____ Other: _____	\$ _____	\$ _____
TOTALS:	\$ _____	\$ _____
DEPOSIT:	\$ _____	\$ _____
AMOUNT DUE / REFUND:		\$ _____

Your request will be processed after payment is received. If you have questions call 503-623-9680 Ext. 110.

**Make Check or Money Order to: Polk Soil and Water Conservation District
580 Main Street, Suite A, Dallas, OR 97338
ATTN: District Manager**

To be filled in by Polk SWCD

Date Request Received: _____

Request Processed by: _____ Cost Estimate given on: _____

Request Denied: _____

Request Completed and Person Notified: _____ Deposit Received: _____

Pubic Records Request Picked Up on: _____ Amount Paid/Refunded: _____