

CLATSKANIE PARK AND RECREATION DISTRICT

Public Records Request Policy

Adopted July 25, 2013

Making a Public Records Request

A request for public records that are in the custody of the Clatskanie Park and Recreation District may be made by submitting a written request to:

Cyndi Warren
District Secretary
PO Box 737
Clatskanie OR 97016
503-728-2038 / Fax 503-728-2944
cyndi@dconnercpa.com

The request may be submitted in person, by mail, by fax or by e-mail.

- The request must:
 - Include the 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 the Clatskanie Park and Recreation District to search for and identify responsive records.

- The request should:
 - Be dated;
 - Be signed by the person requesting the public record.

Calculation of Fees

The Clatskanie Park and Recreation District calculates fees for responding to public records requests in the following manner:

- \$2.00 per page for photocopies
- The cost of records submitted by fax is \$2.00 for the first page and \$1.00 for each additional page, limited to a 25 page maximum, not including the cover page.
- The cost of records transmitted by email is \$5.00 and is limited to 10 pages per email.
- Actual cost for use of the material and equipment for producing copies of nonstandard records.
- Upon request, copies of public records may also be provided on a compact disk (CD) if the document(s) are stored in the Clatskanie Park and Recreation District's computer system. Disks will be provided at a cost of \$5.00 per disk and may contain as much information as the disk will hold. Due to the threat of computer viruses, the Clatskanie Park and Recreation District will not permit requesters to provide disks for electronic reproduction of computer records.
- Labor charges that include researching, locating, compiling, editing or otherwise processing information and records:
 - No charge for the first 15 minutes of staff time.
 - Beginning with the 16th minute, the charge per total request is \$50 per hour or \$12.50 per quarter hour. A prorated fee is not available for less than a quarter hour.
- The actual cost for delivery of records such as postage and courier fees.
- \$10.00 for each true copy certification.
- Actual attorney fees charged to the Clatskanie Park and Recreation District for the cost of time spent by an attorney in reviewing the public records, redacting material from the public records or segregating the public records into exempt and nonexempt records.

The Clatskanie Park and Recreation District may require prepayment of estimated fees before taking further action on a request.