



# REQUEST FOR PUBLIC RECORDS

Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Organization/Group Represented: \_\_\_\_\_

I hereby request the following information from the Port of Hood River (be specific):

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Specify which records contain the information being requested, if known:

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The Port will provide the public with reasonable opportunity to inspect records at the Port administrative office during usual business hours. The Port will comply with a properly submitted Public Records Request as soon as reasonably practicable.

I acknowledge receiving a copy of the Port's Inspection Rules (see reverse). I agree to be bound by those rules. I agree to pay all costs imposed by the Port resulting from this request to cover research, compiling, supervision, inspection, production and reproduction of Port records for distribution to members of the public whether or not the records requested are located or exempt from public inspection.

Signed: \_\_\_\_\_

Received by: \_\_\_\_\_ Fee Paid: \$ \_\_\_\_\_

Date of Request: \_\_\_\_\_ Date Request Filled: \_\_\_\_\_

NOTE: This Request for Public Information is a public record, subject to disclosure under the public records laws.

## PUBLIC RECORDS – INSPECTION RULES

The inspection rules take into consideration:

1. The right of the public to inspect and copy records, unless the records are legally exempt from public inspection.
2. The duty of the Port to protect its records from theft, alteration or destruction.
3. The importance of Port staff performing their regular duties without interference.
4. The actual costs incurred by the Port when complying with requests to inspect or copy Port records.

### **COST:**

1. The Port will recover costs incurred to comply with a Public Records Request from the person requesting the record as follows:

Charge for staff to locate and pull public records:	\$20 per hour - 15-minute increments (\$5 minimum), up to actual cost of staff time
Plain paper copies per side:	\$ .25
Attorney fee for reviewing records:	Actual cost

2. If the total costs will be over \$25, the Port will provide written notice of the estimated amount of the fee and request confirmation that the requestor wants the Port to proceed with making the public record available.
3. If it appears that the Port may have the Port attorney review documents being requested, prior to charging for attorney time the Port will notify the person requesting the records that they may be charged for the cost of the attorney review.
4. Costs may be reduced or waived when requested from another public agency, or when the Executive Director determines that it is in the Port's or in the public's best interests to do so.

### **FORM OF REQUEST:**

1. All requests to inspect or copy Port records must be submitted in writing on a standard Port form, and signed. Requests can be mailed to: Executive Director, Port of Hood River, 1000 E. Port Marina Drive, Hood River OR 97031.
2. Requests that are overly broad or ambiguous will not be accepted. Be specific.
3. The right to inspect Port documents does not include the right to merely rummage through file cabinets or file folders. Documents may be provided to the person requesting information, or Port staff may review documents and pull only those which contain the information being sought.

### **COMPLYING WITH REQUEST:**

1. The Port will attempt to comply with all requests within three business days. However, it may take more time to respond to a request depending upon the nature of the request and the circumstances (including volume of records, difficulty in locating records, available staff, and determining exempt status), which exist in the office at the time the request is made.
2. The Port may require observation or supervision of examination of records. If important original documents are requested, or if documents contain material exempt from disclosure, copies of such documents (with exempt portions excluded) may be produced for inspection rather than originals.
3. The Port will not create records which are not already in existence, nor be required to explain or summarize records.
4. The Port shall determine the time and location of all records inspections.
5. If a person does not cooperate with Port staff or follow Port rules while inspecting or copying records, the inspection may be postponed or terminated.
6. When issues arise concerning the inspection or copying of records, the Executive Director shall make such determinations and impose such requirements as appear appropriate under the circumstances. In the absence of the Executive Director, the Port staff person supervising the information request shall have the same authority to regulate the procedure as the Executive Director.