

**PORT OF HOOD RIVER
PUBLIC RECORDS POLICY**
NOVEMBER 5, 2019

Compliance

The Port of Hood River, (“Port”) shall fully comply with the Oregon Public Records Law. ORS 192.311-192.338.

- **Specificity of Request:** In order to facilitate the public's access to records in the Port's possession, and to avoid unnecessary expenditure of staff time, persons requesting access to public records for inspection or copying, or who submit written requests for copies of public records, shall specify the records requested with particularity, furnishing the dates, subject matter and such other detail as may be necessary to enable Port personnel to readily locate the records sought.
- **Access:** The Port shall permit inspection and examination of its non-exempt public records during regular business hours in the Port's offices, or such other locations as the Port Executive 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(3).

When a request is submitted in writing, the Port must respond within five business days acknowledging the receipt of the request. The Port then has an additional 10 business days to fulfill the request or issue a written response estimating how long fulfillment will take. The Port is not subject to this response timeframe if it is awaiting a response from the requester seeking clarification of the inquiry or if the requester has not agreed to pay for the records, provided that the cost is \$25 or more. Other considerations that apply are:

- Complicated requests
- Large volume of requests
- Requests involving documents not readily available or if the necessary staff are unavailable to fulfill the request

Fees for Public Records

Fees must be limited to no more than \$25.00 unless the requestor is provided with a written notification of the estimated amount of the fee and the requestor confirms that he/she wants the public body to proceed.

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

- Copies of Public Records; Certified Copies: Copies of public records shall be 25 cents per copy for standard, letter size copies.
- Copies of Sound Recordings: Copies of sound recordings of meetings shall be \$5.00 per copy.
- Copies of Maps and Other Nonstandard Documents: Charges for copying maps or other nonstandard size documents shall be charged in accordance with the actual costs incurred by the Port.
- Research Fees: If a request for records requires Port personnel to spend more than 15 minutes searching or reviewing records prior to their review or release for copying, the minimum fee shall be \$20.00 hour and additional charges shall be in ¼ hour increments. The Port 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 person requesting the records. 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.
- Additional Charges: If a request is of such magnitude and nature that compliance would disrupt the Port's normal operation, the Port may impose such additional charges as are necessary to reimburse the Port for its actual costs of producing the records.
- Reduced Fee or Free Copies: Whenever the Port determines that furnishing copies of public records in its possession at a reduced fee or without costs would be in the public interest, the Port Commission or Executive Director may so authorize. ORS 192.324 (5).

Authorization Required for Removal of Original Records

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

On-Site Review of Original Records

If a request to review original records is made, the Port 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 Port record, the Port representative shall immediately terminate such person's review, and notify the attorney for the Port.