



RESOLUTION 2009-2010 #2

A RESOLUTION ADOPTING RULES AND PROCEDURES FOR ACCESS TO PUBLIC RECORDS

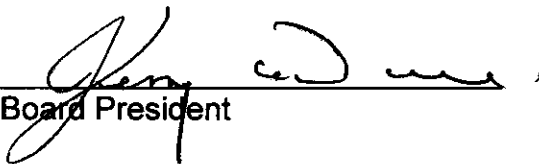
WHEREAS, Oregon Revised Statutes 192.440 authorizes a public body to establish fees to reimburse for actual cost of making public records available; and

WHEREAS, the Port of Tillamook Bay maintains various types of records relating to its operation and therefore is subject to the requirements of the Statute;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of The Port of Tillamook Bay hereby adopts the attached "Public Records Request Policy" as its rules and procedures for this purpose.

ADOPTED this 21st day of July, 2009. Effective this 21st day of July, 2009.

PORT OF TILLAMOOK BAY


Board President

ATTEST:


Board Secretary



PUBLIC RECORDS REQUEST POLICY

FEES

ORS 192.440(4) authorizes a public body to establish fees to reimburse for actual cost in making public records available. The actual cost may include: a charge for the time spent by the public body's staff in locating the requested records; reviewing the records in order to delete exempt material; supervising a person's inspection of original documents in order to protect the records' copying records; certifying documents as true copies; or sending records by special methods such as express mail.

Following those parameters, the Port of Tillamook Bay Board of Commissioners has determined that the following fee schedule will be used to assess charges for Public Records requests:

- **Staff Charges:** Dependent upon which staff person performs the work which, in turn, depends upon the expertise required for the research.
- **Legal Review:** The actual 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.
- **Letter/Legal Copies:** \$.25 per side.
- **Ledger (11 X 17) copies:** \$.40 per side.
- **Certified Copies:** \$5.00 each document (*does not include the copy fee*).

All requests for Public Records must be made in writing using the attached Public Records Request Form.

Public Records Requests will be reviewed within twenty-four (24) hours and during normal business hours. Upon request, an estimate of costs for staff time will be made, and if the time required to respond to the request exceeds that estimate, the requestor will be informed prior to the research continuing.

Requests estimated to be in excess of twenty-five (\$25.00) Dollars will require pre-approval by the Requestor prior to delivery and will require payment of the estimated charges in advance. Any unused funds will be refunded.

All fees require payment in full at the time of delivery of the request.



PUBLIC RECORDS REQUEST FORM

Name of Requestor **Date**

Mailing Address

Signature **Telephone**

Records/Documents Being Request (Please be specific):

(NOTE: If any of the above material contained in this request is exempt from disclosure, the Port will provide the Requestor with the name of the document and the reason for its exemption.)

The request has been **APPROVED** and the following estimated fees will be charged:

_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL:	\$ _____

Estimate Approved: _____
Requestor Signature (required if over \$25.00)

*****ALL FEES ARE DUE AND PAYABLE AT TIME OF DELIVERY*****

The request has been **DENIED** based on ORS _____ as the following records are exempt from disclosure, in whole or in part, for the following reason(s):

Received By/Date **Title**

Completed By/Date **Title**