

Crook County Fire & Rescue
Public Records Request
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SECTION 1: ORS

Under the Oregon Public Records Law, ORS 192.410-192.505, "every person" has a right to inspect any nonexempt public record of a public body in Oregon. The Public Records Law expressly authorizes a public body to establish "fees" reasonably calculated to reimburse the public body for the public body's actual cost of making public records available," ORS 192.440(4)(a). The statute also expressly permits a public body to include in its fees "costs for summarizing, compiling or tailoring the public records, either in organization or media, to meet the person's request," ORS 192.440(4)(a).

SECTION 2: COMPLIANCE

Crook County Fire & Rescue ("District") shall fully comply with the Oregon Public Records Law, ORS 192.410-192.505.

2.1: Specificity of Request: In order to facilitate the public's access to records in the District'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 the District's personnel to readily locate the records sought.

2.2: Access: District shall permit inspection and examination of its non-exempt public records during regular business hours in District offices or such other locations as the District Board may reasonably designate. 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 192.440(2).

2.3: Copies: Copies of non-exempt public records shall be furnished upon request and receipt of payment therefore.

2.4: 911 Recordings: This policy does not include 911 recordings; requests for those recordings need to be made directly to the City of Prineville Dispatch, as they are the custodian of those records.

2.5: Copies of Maps: Crook County Fire & Rescue pays annual membership fees to the GIS Department for maps. In order not to infringe on copy-write laws, any map requests will be referred to the Crook County GIS Department.

SECTION 3: FEES FOR PUBLIC RECORDS

In order to recover costs for responding and completing public records requests, the following fee schedule is adopted by the District. These fees refer to both hardcopies and electronic copies of documents.

3.1: Copies of Public Records: Copies of Public Records shall be billed based on personnel time required to complete the request.

3.2: Copies of Digital Photographs: Copies of digital photographs and/or electronic copies of documents shall be billed based on personnel time required to complete the request, plus the cost of CDs or DVDs.

3.3: Research Fees: District shall estimate the total cost required to respond to the records request, and the person making the request shall make payment for the estimated cost of the research 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.

3.4: On-Site Review Of Original Records: If a request to review original records is made, District shall permit such a review, provided that any research fees are paid in advance. A District 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.

3.5: Additional Charges: If a request is of such magnitude and nature that compliance would disrupt the District's normal operation, District may impose such additional charges as are necessary to reimburse the District for the actual costs of locating and producing the records.

3.6: Reduced Fee or Free Copies: Whenever the District's Board determines that furnishing copies of specific public records in its possession at a reduced fee, or without costs, would be in the public's best interest, the Board may so authorize. ORS 192.440(4).

3.7: Payment of Fees Crook County Fire & Rescue does not maintain cash on hand for making change. Therefore, payment must be by check or money order only.

3.8: Fee Amounts:

- A. Charges for items 3.1-3.4 above shall be \$14.00 per hour, or actual cost of personnel whichever is greater, with the minimum charge of one quarter hour.
- B. \$5.00 will be charged for each CD or DVD.
- C. Photocopies will be charged at \$.30 per page for letter sized paper.
- D. \$.30 per page shall be charged for each page that is certified a true copy by District Personnel.
- E. If the District deems it appropriate to consult with District's attorney to obtain legal advice prior to releasing records, the cost for such attorney shall be the amount necessary to reimburse the District of the actual costs of the attorney.

SECTION 4: AUTHORIZATION REQUIRED FOR REMOVAL OF ORIGINAL RECORDS

At no time shall an original record of District be removed from the District's files or the place at which the record is regularly maintained, except upon authorization of the Fire Chief.

SECTION 5: UNAUTHORIZED ALTERATION, REMOVAL OR DESTRUCTION OF ORIGINALS

If any person attempts to alter, remove or destroy any District record, any District representative shall immediately terminate such person's review, and notify Law Enforcement and the attorney for the Fire District.

Crook County Fire & Rescue

Public Record Request Form

ATTENTION REQUESTOR: To expedite your request for records, please fill out this form completely, and identify specifically what records you are requesting. Please limit your request to one topic per form. Additional forms should be used if requesting multiple types of records. Requests should reasonably describe identifiable records prepared, owned, used, or retained by the Fire District, including dates if applicable. Staff is available to assist you in identifying those records in the District's possession. Crook County Fire & Rescue is not required by law to create a new record or list from an existing record. Payment is required prior to the release of records. A deposit in the amount of the estimated cost is required if the cost is estimated to be more than \$25. As previously stated in Section 3.7, only a check or money order will be accepted.

REQUESTOR INFORMATION

NAME: _____
DATE: _____
COMPANY: _____
MAILING ADDRESS: _____
CITY: _____ STATE: _____ ZIP CODE: _____
PHONE NUMBER: _____ FAX NUMBER: _____

REQUESTED RECORDS

Please describe in detail the public records you are requesting: _____

Please check one of the following:

- I wish to inspect the requested records, where applicable, and do not want copies produced at this time.
- I request that Crook County Fire & Rescue locate and copy the records if the estimated cost will be \$25 or less or contact me prior to copying the requested records if the estimated cost exceeds \$25.00

Signature of Requestor:

By signing this form, I agree that I have read and understand the policies outlined on the previous pages.

Office Use Only:

Date Received: _____

Date Completed: _____

Total Fees Charged: \$ _____ Initials: _____

Notes: _____

