

**South Clackamas Transportation District
Public Records Request Form**

Section 1: Requester Information

Every person has a right to inspect any public records of a public body in this state, except as otherwise expressly provided by **ORS 192.338, ORS 192.345, and ORS 192.355.**

Requesters First and Last Name: _____

Date of request: _____

Organization (if applicable) _____

Telephone #: _____

Fax #: _____

Complete Mailing Address: _____

Email address: _____

Preferred method of communication for this request and delivery of requested record(s):
Please reference fee schedule on page 3 before selecting method of delivery

Email Mail Fax In Person On site review of requested record(s) (see page 4)

Ways to submit this form:

South Clackamas Transportation District (S.C.T.D.)

Mail:

P.O. Box 517

Molalla, Oregon 97038

In Person:

807 E. Main St.

Molalla, OR 97038

Fax: 503-829-5214

Email: mstrauch@sctd.org

smasuo@sctd.org

For District use only:

How was this request delivered by the requester to the District?

Email Mail Fax In Person

Date Received: _____

Received by: _____

Section 3: Fee Schedule for Record Request Processing

ORS 192.324 (4) (a, b & c) authorizes South Clackamas Transportation District (“the District”) to establish fees reasonably calculated to reimburse the District of its costs associated with fulfilling public records requests.

ORS 192.329 (3)(a) If a public body has informed a requester of a fee permitted under **ORS 192.324 (4)**, the obligation of the public body to complete its response to the request is suspended until the requester has paid the fee, the fee has been waived by the public body pursuant to **ORS 192.324 (5)** or the fee otherwise has been ordered waived.

ORS 192.329 (3) (b) If the requester fails to pay the fee within 60 days of the date on which the public body informed the requester of the fee(s) or fails to pay the fee(s) within 60 days of the date on which the public body informed the requester of the denial of the fee waiver, the public body shall close the request.

Additionally, **ORS 192.324 (5)** authorizes the District to furnish copies of records at a reduced rate or waive all fees if the District determines that the reduction or waiver of fees is in the public interest because making the record available primarily benefits the public.

Detailed Fee Schedule

1. Personnel time of 15 minutes or less for research of request(s):

- a. Digital (PDF) copy of requested records provided by email: **No charge.**
- b. Hard copies to be mailed, faxed, or picked up in person: \$.25/page single side and \$.50/page double sided.

2. Personnel time exceeding 15 minutes for research of request(s):

- a. Per page copy fees + Research fee*.

3. Personnel time exceeding 30 minutes, and/or complex requests:

- a. Per page copy fees + research fee + redaction fee + legal review outside services and/or consulting fees.

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- **Research fee 1:** Exceeding initial 15 minutes of personnel research time: \$25.00
 - **Research fee 2:** Any research of records beyond 30 minutes is billed at actual personnel costs.
 - **Hard copies:** \$.25 single sided/each copy and \$.50 double sided/each copy
 - **Redaction fees:** Actual personnel service costs.
 - **Legal review fees:** Actual costs the District incurs for this service, per request.
 - **Outside consultant review:** Actual costs the District incurs for this service, per request.
 - **Flash drive (up to 1 GB):** \$10/each

- **Electronic search of records on District server:** Actual costs (personnel and/or consultant costs).
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In person review of records follows the same fee schedule above for personnel time to research, locate and supervise the review of requested records. Please note that copies of records in any form will not be made when inspecting in person, and records cannot be altered or removed from the building by the public.



Requester acknowledgement of fees for public record(s) requests

Your signature below acknowledges that you have read, understand, and accept financial responsibility for the fees associated with this public records request.

Signature of requester: _____

Date: _____

Section 4: District Acknowledgement of Public Records Request

ORS 192.324 (2) (a) South Clackamas Transportation District shall acknowledge all requests as soon as practical and without unreasonable delays within (5) business days from the date a written public records request is received by the District office.

For district use only:

Acknowledgement of public records request:

- The District is the custodian of the requested records.
- The District is not the custodian of the requested records. This completes the request, and no further action is required.
- The District is unsure whether it is the custodian of the requested records. We will search for the records and send a response as soon as possible. Additional details:

- The District requests the following additional information to clarify and/or expedite the request:

- The District expects to be able to review and produce the requested records without cost and produce them to you by _____.
- The cost to fulfill your records request is _____.
Please send payment to: SCTD, PO Box 517 Molalla, OR 97038.

For District use only:

Date records request was acknowledged to requester: _____

Acknowledged by: _____

Method of acknowledgement: Mail Email Fax In Person

Section 5: Completing Public Record Request:

ORS 192.329 (1) A public body shall complete its response to a written public records request that is received by an individual identified in the public body's procedure described in ORS 192.324 as soon as practicable and without unreasonable delay.

For District use only:

- The District has enclosed copies of all the requested records in our custody that are not exempt from disclosure.
- The requested records are publicly available at _____
- The District is not the custodian of the requested records. This completes the request, and no further action is required.
- The District has withheld (some/all) of the requested records based on [insert specific cites to statutes exempting material]. You may seek review of this denial pursuant to ORS 192.415, 192.418, 192.422, 192.427 and 192.431. Our position is that you may seek review by submitting a petition to the Clackamas County District Attorney.
- The District is prohibited by [insert applicable state/federal law] from acknowledging whether the requested records exists; or acknowledging the existence of the requested record would result in the loss of federal benefits or the imposition of other sanctions.

For District use only:

Estimated cost(s): \$

Actual cost(s): \$

Refund due? Yes No

Amount of refund: \$

Fees Paid: \$

Date fees paid:

Method of payment:

Receipt # (if applicable):

Date request completed:

Completed by:

Public Record Request Procedure:

1. Request this form through email, phone, fax, mail or in person at the District office.
2. Fill out the form in its entirety, completing additional forms for more than one request. **Please provide as much detail as possible on page 2.**
3. Submit this request form to the District office by fax, email, mail or in person. This form cannot be submitted verbally by phone or otherwise.
4. The South Clackamas Transportation District shall acknowledge all requests as soon as practical and without unreasonable delays within (5) business days from the date a written records request is received by the District office.
5. If on-site inspection of records is requested in lieu of digital or reproduced copies, such inspection shall occur during regular District office hours and a reasonable inspection time will be arranged between the requester and district personnel. This appointment is for one person to review the requested record, per request. Records, including blueprints, cannot be altered, added, or removed from District custody. Reproduction and photography of any kind including video of records is not permitted. Blueprints cannot be photocopied.
6. The District will reply to the request with an estimated cost (billable in 15-minute increments) to the requester by method selected on page 1, including copying fees, research time and separating exempt records from non-exempt records. Requester must confirm with the District to proceed with the request following receipt of the estimated costs. The requestor will be required to pay the costs of processing the request even if there are no records located in our custody, or if the records are exempt from disclosure.
7. If the estimated cost exceeds \$30.00 or more, the District requires a deposit for the full amount of the estimate before fulfilling the request. If the actual cost exceeds the estimate, the District will not release the documents until the fee is paid in full. If the actual cost is less than the deposit, the District will promptly refund the overpayment to the requestor.
8. If the estimated cost does not exceed \$30.00, the District will fulfill the request and present the requester with an invoice to be paid before the release of documents.