

RESOLUTION #05-2
A RESOLUTION ESTABLISHING FEES FOR OBTAINING PUBLIC RECORDS

The La Pine Special Sewer District (District), as allowed by Oregon Law, adopts this resolution for recovering costs of obtaining or reviewing public records and/or photographs.

- A. This policy applies only to records of the District not exempt for release.
- B. All requests for public records must be made during normal working hours.
- C. Readily available records will be provided as soon as possible. Records which are not readily available because of the magnitude or nature of the requested records shall be produced within a reasonable time. In such case, the District shall inform the individual requesting the records when they will be available for review and/or copying.
- D. The District's nominal fee for search, review, release and copying of any public record, including photographs, shall be as follows:
 - 1. Copies of public records shall be \$1.00 per copy for letter size copies and \$1.05 per copy for legal size copies.
 - 2. If a request for records of the District requires personnel to spend ten or more minutes searching or reviewing records prior to their release or copying, the minimum fee shall be \$30 per hour per staff individual involved, with a minimum of one quarter hour charge. The total time to be spent shall be estimated by the person providing the materials, and the fee shall be paid prior to the actual search and copying. If the amount of time involved is less than estimated, the excess money shall be refunded to the individual. If the actual cost is in excess, the difference shall be paid by the individual at the time the documents are obtained.
 - 3. The District may furnish copies without charge or at a substantially reduced fee if the District determines that the waiver or reduction of fees is in the public interest because making the record available primarily benefits the general public.
 - 4. There shall be no extra fee to cover the cost of providing records in an alternate print form for individuals with a disability.
 - 5. If a request is of such magnitude or nature that compliance would disrupt the agency's normal operation, separate arrangements will need to be made prior to such a release of records in accordance with advice from legal counsel.

- E. At no time shall original records or photographs of the District be removed from the District files or from the place of regular record retention. Original District records and/or photographs shall not be reviewed unless District personnel are available to oversee that review. The charge for District personnel time for monitoring shall be as set forth above.

ADOPTED this _____ day of _____, 2005.

Chairman

ATTEST:

Secretary