



MAC Recreation District
1195 SE Kemper Way, Madras, OR 97741
541.475.4253 · www.macrecdistrict.com

Public Records Request Policy

Section 1. Purpose and Compliance

The purpose of this policy is as follows: (a) ensure that all requests for public records are handled in a manner that complies with the Oregon Public Records Law, ORS 192.311 - 192.431, as amended; (b) provide reasonable measures to protect and preserve the integrity of the public records of the Madras Aquatic Center Recreation District ("District"); and (c) maintain office efficiency and order. To the extent this policy conflicts with any federal, state, and/or local laws, regulations, and/or ordinances, District will comply with the applicable federal, state, and/or local laws, regulations, and/or ordinances.

Section 2. Definitions

Terms used in the procedures sections include:

1. Business day is a day other than Sunday, Monday and/or legal holidays recognized by the district.
2. District is a designated area of a county and/or cities, especially one regarded as a distinct unit due to an election that was held to give it taxing authority
3. Public are patrons and community members of all ages who may or may not utilize district services and/or live in the district.
4. Public record is any writing that contains information relating to the conduct of the public's business

Section 3. Procedure - Public records requests

- 3.1 Method of Records Requests. A request for public records that are in the custody of District must be made by submitting a written request, on the form prescribed by District, to the following:

Madras Aquatic Center Recreation District
Attn: Patron Services
1195 SE Kemper Way
Madras, Oregon 97741
Telephone: 541-475-4253
Email: info@macrecdistrict.com



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A public records request may be submitted in person or via mail, facsimile, or electronic mail.

- 3.2 Specificity of Records Request. All requests for public records must be dated and signed by the person (the "Requester") requesting to inspect the public records or receive a copy of the public records. In addition, in order to facilitate the public's access to public records in District's possession, and to avoid unnecessary expenditure of District's personnel time, a request to inspect public records or receive copies of public records must contain the following minimum information: (a) the Requester's name and address; (b) the Requester's telephone number or other contact information; and (c) a sufficiently detailed description of the public records requested, including the dates, subject matter, and such other information concerning the requested public records as may be necessary to enable District personnel to search for and readily locate the desired public records.

3.3 District Response

- 3.3.1 Subject to and except as otherwise provided under this policy or applicable law, if the District receives a written request to inspect or receive a copy of a public record in accordance with this policy and applicable law, District will, within five business days after receiving the public records request, acknowledge receipt of the request or complete District's response to the request. District's acknowledgment will (a) confirm that District is the custodian of the requested record, (b) inform the Requester that District is not the custodian of the requested record, or (c) notify the Requester that District is uncertain whether District is the custodian of the requested record. For purposes of this policy, the term "business day" means a day other than Sunday, Monday and/or a legal holiday recognized by the District.
- 3.3.2 District may request additional information or clarification from the Requester to expedite District's response to the request. If District requests additional information or clarification, District's obligation to further complete its response to the request is



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suspended until the Requester provides the requested information or clarification or affirmatively declines to provide that information or clarification. District will close the subject request if the Requester fails to respond within 60 days to District's request for additional information or clarification.

3.3.3 District will provide the Requester an estimate of the fees applicable to making the public records available for inspection or providing copies. District will also advise the Requester that the requested public records will not be released (i.e., District's obligation to provide the requested records is suspended) unless and until District receives payment of the estimated fees for providing the service. District will close the subject request if the Requester fails to pay the fees within 60 days after the date on which District informed the Requester of the fees or fails to pay the fee within 60 days after the date on which District informed the Requester of the denial of the fee waiver (if applicable). District's failure to advise the Requester of the prepayment obligation will not relieve the Requester of the obligation to pay applicable fees.

3.4 Completion of Records Request. District will complete its response to a properly completed written records request as soon as practicable and without unreasonable delay. To this end, as soon as reasonably possible, but no later than 10 business days after the date by which District is required to acknowledge receipt of the request under Section 3.3.1, District will (a) complete its response to the public records request, or (b) provide a written statement that District is still processing the request and a reasonable estimated date by which District expects to complete its response based on information then-available. Notwithstanding anything contained in this policy to the contrary, the time periods established under Section 3.3.1 and/or this Section 3.4 do not apply if compliance is impracticable because (x) staff or volunteers necessary to complete the response are unavailable, (y) compliance will demonstrably impede District's ability to perform other necessary services, and/or (z) of the volume of public records requests being simultaneously processed by District. If District is unable to comply with the time periods established under Section 3.3.1 and/or this Section 3.4 for a reason identified under this Section 3.4, District will, as soon as



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practicable and without unreasonable delay, acknowledge the public records request and complete the response to the request.

- 3.5 District's Attorney. Routine public records requests will be handled by District executive director or their designee. More complex public records requests and/or public records requests that may implicate the application of one or more statutory exemptions from disclosure will be submitted to the District's attorney for review and evaluation. After reviewing and evaluating the public records request, the District's attorney will (a) make a determination as to whether the public records request may be processed, and (b) inform District whether to process the public records request. If the District's attorney determines that District is unable to process the requested public records, the District's attorney will provide the Requester a written response identifying the basis for the denial.
- 3.6 Access to Public Records. District will permit inspection and examination of its non-exempt public records during regular business hours in District's offices, or such other locations as District may reasonably designate from time to time. Copies of non-exempt public records maintained in machine readable or electronic form will be furnished, if available, in the form requested. If not available in the form requested, such public records will be made available in the form in which they are maintained. District is not required to engage in any of the following activities: (a) create any new public records and/or customize any existing public records in response to a public records request; (b) produce "lists" of public records that are not already available in the form of a "list"; (c) create a public record to disclose the reasoning behind District's actions or other knowledge District personnel may have; and/or (d) explain or answer questions or provide legal research and analysis on or about any public records.
- 3.7 Public Records Request Form. A request for public records must be made by submitting a written request to District on the form prescribed by District. The public records request form will be made available to the public. District may make modifications to the public records request form at any time and from time to time as District deems necessary or appropriate.



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- 3.8 Certified Copies. Certified copies of non-exempt public records will be furnished upon request and receipt of payment therefor.

Section 4. Fees Schedule

- 4.1 Fees for Public Records. In order to recover District's actual cost for responding to public records requests, District adopts the fee schedule attached hereto as Schedule 4.1.
- 4.2 Fees exceeding \$25.00. District will not charge a Requester a fee for making the public records requested available for inspection, or for providing copies of the same, in excess of \$25.00 unless District first provides the Requester written notification of the estimated amount of the fees and the Requester confirms that the Requester wants the public body to proceed with making the public records available.
- 4.3 Advance Payment of Fees. All estimated fees for making the public records requested available for inspection, or for providing copies of the same, must be paid before the public records will be made available. If the District's estimated fees exceed the actual cost, the overpayment will be refunded by District to the Requester. If the District's estimated fees is less than the actual expense incurred by District to process the records request, the Requester will pay such additional fees before the public records will be made available. Public records will not be released for inspection or copying unless and until District has received payment from the Requester for providing the requested public records.
- 4.4 Reduced Fee or Free Copies. District may furnish copies of any public record without charge or at a substantially reduced fee if District determines that the waiver or reduction of fees is in the public interest because making the public record available primarily benefits the general public.
- 4.5 Modifications to Fee Schedule. Schedule 4.1 may be modified at any time by resolution. Any change to Schedule 4.1 will apply as



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of the effective date of the resolution modifying Schedule 4.1 and will not apply retroactively to any public records request that has been submitted and processed prior to the effective date of such resolution.

Section 5. Original Records

- 5.1 Authorization Required for Removal of Original Records. At no time will an original public record be removed from District's files or the place at which the public record is regularly maintained except upon authorization of the District's executive director.
- 5.2 On-Site Review of Original Records. If a request to review original public records is made, District will permit such review provided that search fees are paid in advance in accordance with Section 4. If the District deems necessary or appropriate, District may require that District personnel be present during the review of any original records. The person reviewing the original records will be charged for District personnel's time for being present while the original records are being reviewed.
- 5.3 Unauthorized Alteration, Removal, or Destruction of Original Records. If any person attempts to alter, remove, and/or destroy any public record, District's representative will immediately terminate such person's review and will notify the District's attorney.

Section 7. Authorities

It is the responsibility of the board chair, board of directors, and executive director to ensure that this policy is implemented and executed.



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Schedule 4.1

Fee Schedule for Public Records Requests

1. Copies of Public Records; Certified Copies. Copies of public records are \$0.25 cents per page for gray scale, \$0.50 per page for color, standard, letter size copies. Copies may be certified for an additional charge of \$3.75.
2. Copies of Sound Recordings. Copies of sound recordings of meetings are \$10.00 per copy.
3. Copies of Maps and Other Non-Standard Documents. The actual cost to District for copying maps or other non-standard size documents will be charged to the Requester.
4. Records on USB drive. Copies of public records may be provided on a USB drive if the record(s) are stored in the District's computer system. USB's will be provided at a cost of \$10.00 per drive and may contain as much information as the drive will hold. Due to threat of computer viruses, the District will not permit a Requester to provide a USB for electronic reproduction of computer records.
5. Records Transmitted via Electronic Mail. The cost of public records transmitted by electronic mail is \$2.00 per electronic mail, plus \$0.25 cents per page, and is limited to 10 MB in size per electronic mail.
6. Labor Costs. The District's personnel time for researching, locating, compiling, editing, summarizing, tailoring, and/or otherwise processing information and records will be at the hourly rate (or its equivalent) of the personnel responsible for processing the information or public records request, which time will be charged in quarter-hour increments; provided, however, District may waive District's labor costs for a public records request requiring 10 or fewer minutes of total personnel time. The district will estimate the total amount of time required to respond to the public records request and the Requester will make payment for the estimated cost in advance. If the actual time and costs are less than estimated, the excess amount paid will be refunded to the Requester. If the actual costs and time exceed are more than estimated, the difference will be paid by the Requester at



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the time the public records are produced (but before the public records are made available).

7. Delivery and Postage. The Requester will pay the actual cost for delivery of the public records, including postage or courier fees.
8. Attorney Fees. As applicable, the Requester will pay the actual attorney fees charged to District for the cost of time spent by the District's attorney reviewing the public records, redacting material from the public records, and/or segregating the public records into exempt and nonexempt records. The cost of the District's attorney's time spent determining the application of the Oregon Public Records Law will not be included in the "actual attorney fees."
9. Additional Charges. If a request is of such magnitude and nature that compliance will disrupt District's normal operation, District may impose such additional charges as are reasonably necessary to reimburse District for its actual costs of producing the requested public records.