

Schedule 3.1
Fee Schedule for Public Records Requests

1. Copies of Public Records; Certified Copies. Copies of public records are \$0.25 cents per page for 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 Compact Disk. Copies of public records may be provided on compact disk if the record(s) are stored in District's computer system. Disks will be provided at a cost of \$10.00 per disk and may contain as much information as the disk will hold. Due to threat of computer viruses, District will not permit a Requester to provide disks for electronic reproduction of computer records.
5. Records Transmitted via Facsimile and Electronic Mail. The cost of public records transmitted by facsimile is \$2.00 for the first page and \$0.50 cents for each additional page, limited to a 25 page maximum, not including the cover page. 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. 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. 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 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.



**Madras Aquatic Center Recreation District
Public Records Request Form**

This Public Records Request Form must be completed and submitted to Madras Aquatic Center Recreation District ("District") in order to inspect or obtain copies of District's public records (as defined under ORS 192.311 - 192.431). Persons interested in making a public records request are advised to review District's Public Records Request Policy. You may contact District if you have any questions or concerns regarding this form or the public records request process.

A. Requester Information

Name of Requesting Individual: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone No.: _____ Facsimile No.: _____ Email: _____

B. Record(s) Requested

Describe the public record(s) you are requesting. Please provide a sufficiently detailed description of the public record(s) requested, including the dates, subject matter, and such other information concerning the requested public record(s) as may be necessary to enable District personnel to search for and locate the public record(s).

C. Purpose of Records Request

Because the identity and motive of the person seeking disclosure of a particular public record may be relevant in determining whether a record is exempt from mandatory disclosure under a conditional exemption, please provide a brief statement as to the purpose of your public records request.

D. Receiving Record(s)

Please specify the delivery/inspection date desired and preferred method of receiving the requested public record(s), if applicable. District does not guaranty that the requested public record(s) will be delivered or made available by your desired delivery/inspection date.

I would like to view/inspect the record(s) on _____.

I would like to receive copies of the requested public record(s) not later than _____ by:

Mail Facsimile Will pick-up Email

I have received and reviewed District's fee schedule attached to this form. ____ (initial)

I understand that I will not receive the requested public record(s) unless and until I have paid the fees estimated by District for providing the requested public record(s). If the estimated fees exceed District's actual cost, the overpayment will be refunded to me. I will pay additional fees to the extent the estimated fees are less than the actual expenses incurred by District. ____ (initial)

Signature: _____ Date: _____

For District Use Only

Date Request Received: _____ Time: _____

Estimated Fees: _____

Request Approved – requester notified on: _____ by: _____

Telephone Mail Fax Email In-Person

Request Forwarded to Attorney For Review – forwarded on: _____ by: _____

Request Denied – requester notified on: _____ by: _____

Telephone Mail Fax Email In-Person

Reason for Denial:

Office does not maintain record(s) Other: _____

Notes: _____

Request filled by: _____ Date: _____ Fees: _____