



## WINSTON DILLARD FIRE DISTRICT No.5

### POLICY MANUAL

## PUBLIC RECORDS

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### **Purpose**

The Board of Directors of Winston Dillard Fire District No. 5 hereby adopts a policy pertaining to Public Records. The District shall fully comply with the Oregon Public Records Law, ORS 192.410-192.505.

### **Policy**

#### I. Compliance

A. **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 District personnel to readily locate the records sought. Request must be completed on the District's Request for Disclosure of Public Records Form (2.5 a)

B. **Access:** The District shall permit inspection and examination of its non-exempt public records during regular business hours in the District's offices, or such other locations as the District Manager may reasonably designate from time to time. 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).

#### II. Fees for Public Records

A. Fees will be charged in accordance with Board Policy 2.1 Cost Recovery under Appendix A, Section IX.

B. **Reduced Fee or Free Copies:** Whenever it determines that furnishing copies of public records in its possession at a reduced fee or without costs would be in the public interest, the Board or Fire Chief may so authorize. ORS 192.440(4).

#### III. Authorization Required for Removal of Original Records

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



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Chief.

IV. On-Site Review of Original Records

A. If a request to review original records is made, the District shall permit such a review provided that search fees are paid in advance in accordance with the Fees for Public Records section, above. A 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.

V. Unauthorized Alteration, Removal, or Destruction of Records

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

Approved By:

Board Member

Board Member

Board Member



## Request for Disclosure of Public Records

Date: \_\_\_\_\_

Name of Requester: \_\_\_\_\_

Requester Address: \_\_\_\_\_

Requester Phone: \_\_\_\_\_

Requester Email (Optional): \_\_\_\_\_

Public Documents Requested (use additional pages if necessary):

1. \_\_\_\_\_  
(Name or description of record)

2. \_\_\_\_\_  
(Name or description of record)

I wish to arrange an opportunity to personally inspect the requested records

I wish to receive copies of the requested records

Fees for public records requests are as follows:

Per our Board Policy 2.1, there is a charge for public records requests. Please ask for a copy of the Policy to determine the fee for your request

\_\_\_\_\_  
(Requester's Signature)

<p align="center"><b>Records Custodian Use Only</b></p> <p>Received Date: _____</p> <p>Receiver's Initials: _____</p>
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