

ORIGINAL

Port of Siuslaw POLICY STATEMENT

Title: Public Records Policy

Purpose: Provide direction for district compliance with public records privacy policy.

Policy:

- 1) Compliance – The Port of Siuslaw shall fully comply with the Oregon Public Records Law, ORS 192.410-192.505
 - a) Specificity of Request: In order to facilitate the public's access to records in the Port's possession, and to avoid unnecessary expenditure of staff time, persons requesting access to public records for inspection and copying, or who submit written requests for copies of public records, shall specify the records requested with particularity, furnishing dates, subject matter and such other detail as may be necessary to enable Port personnel to readily locate the records sought.
 - b) Access: The Port shall permit inspection and examination of its non-exempt public records during regular business hours in the Port office, or other such locations as the Port 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).
 - c) Certified Copies: Certified copies of non-exempt public records shall be furnished upon request, and receipt of payment thereto.
- 2) Fees for Public Records – In order to recover its costs for responding to public record requests, the Board of Commissioners will establish a schedule of charges for the following:
 - a) Photocopies and Certified Photocopies of Standard Documents
 - b) Audio Copies
 - c) Copies of Maps and Nonstandard Documents
 - d) Staff Research/Clerical Services
 - e) Additional Fees may be imposed to reimburse the Port for its actual cost of producing records of such magnitude and nature that disrupts the Port's normal operation.
 - f) Whenever it determines that furnishing copies of public records at a reduced fee or without costs would be in the public interest, the Board or the Port Manager may so authorize. ORS 192.440(4).

3) Authorization Required for Removal of Original Records

At no time shall an original record of the Port of Siuslaw be removed from the Port files or the place at which the record is regularly maintained, except upon authorization of the Board of Commissioners or Port Manager.

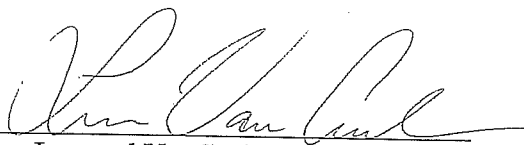
4) On-Site Review of Original Records

If a request to review original records is made, the Port shall permit such a review provided that search fees are paid in advance in accordance with paragraph 2(d) 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.

5) Unauthorized Alteration, Removal, or Destruction of Records

If any person attempts to alter, remove or destroy any Port record, the Port representative shall immediately terminate such person's review, and notify the Port Attorney.

Adopted: January 21, 2004

Authorized: 
Leonard VanCurler, President

**Port of Siuslaw
Fee Schedule for Public Records Requests
Page 4 of the Port of Siuslaw Rate and Fee Schedule
Adopted May 21, 2014**

Staff Research/Clerical Services (Public Records)	\$35.00/hour/person (¼ hour minimum)
Email Retrieval	\$0.25/scan for >10 pages
Photocopies (Public Records)	\$0.25/copy for >10 pages
Facsimile (Sending or Receiving)	\$1.00/page
Postage/Shipping	Cost + 30%
Copy of Audio recording of meeting	At cost
Copy of Video recording of meeting	At cost