Jefferson County Library District

Public Records Request Policy

Approved: September 2020

The District shall fully comply with the Oregon Public Records Law, ORS 192.410-192.505.

Specificity of Request

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.

Access

The District shall permit inspection and examination of its non-exempt public records during regular business hours in the District's offices or 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 format requested. If not available in the format requested, such records shall be made available in the format in which they are maintained. ORS 192.440(2).

When a request is submitted in writing, the District must respond within 5 business days, acknowledging receipt. The District then has an additional ten (10) business days to fulfill the request or issue a written response estimating how long fulfillment will take. The District is not subject to this response timeframe if it is awaiting a response from the requester seeking clarification of the inquiry, or if the requester has not agreed to pay for the records, provided that the cost is $25 or more. Other considerations that apply are:

- Complicated requests
- A large volume of requests
- Requests involving documents not readily available or if the necessary staff are unavailable to fulfill the request

An original record of the District may not be removed from the District's files or from the place where the record is regularly maintained, except upon authorization of the Board of Directors or Manager of the District.

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 documents are reviewed shall be the same as the charges for searching or reviewing records.

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