

Lane Library District

Public Records Policy

Compliance

As it values transparency, Lane Library District will fully comply with the Oregon Public Records Law. Every person has the right to inspect any public record except as otherwise expressly provided by ORS 191.501-502. The District will acknowledge public record requests within five (5) business days of written receipt and in most cases will complete requests within fifteen (15) business days of written receipt. If your public record request is denied, specific reason(s) and appeal rights will be given by fax, email, or letter. In certain circumstances, it may take longer than the prescribed time limits above. In such cases the requester will be notified, and the request will be completed as soon as practicable and without unreasonable delay.

ORS 192.440 authorizes a public body to establish fees to reimburse for costs associated with making public records available. You will be advised of the fee required for the request before fees are incurred. **Payment of the fee must be received prior to staff time being expended on obtaining requested materials. Response timelines are suspended until all fees are paid in full or additional requested clarifying information is provided by the requester.**

Retention

The District follows the records retention schedule established for special districts by the Oregon State Archives. The District has records both electronically and in analog form (not all records are held in both formats).

Custodian

The Library Director is the District's custodian of records and is the only party authorized to receive or comply with public records requests or inquiries from courts or law enforcement agencies.

Requests

To best connect the requester with the records s/he seeks, requests to review records must be made in writing using the Public Records Request form. [link to Public Records Request form]

- **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, will 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 will 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 Director may reasonably designate. 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 records will be made available in the form in which they are maintained. ORS 192.440(2).

Fees for Public Records

The District will attempt to provide records with minimal cost to the requester. However, some requests may require significant amounts of staff time to complete. In order to recover its costs for such requests, the District may charge fees associated with searching for and copying records. The Library Director may waive these fees at his/her discretion. Fees must be limited to no more than \$50.00 unless the requester is provided with a written notification of the estimated amount of the fee and the requester confirms that he/she wants the public body to proceed.

The following fee schedule is adopted by the District:

- Paper copies or printouts: 25 cents per side of page for standard, letter size copies. 50 cents per side for color copies.
- Copies of Nonstandard Documents (e.g. maps, videos, sound recordings): Fees shall be the actual costs incurred by the District plus staff time used to obtain them.
- Research Fees: If a request for records requires District personnel to spend more than 15 minutes searching or reviewing records prior to their review or release for copying, the minimum fee will be \$50. Additional charges will be in 1/2 hour increments at the rate of \$50 per hour. The District will estimate the total amount of time required to respond to the records request, and the person making the request will make payment for the estimated cost of the search and copying of the records in advance. If the actual time and costs are less than estimated, the excess money will be refunded to the person requesting the records. If the actual costs or time exceed the estimated time, the difference will be paid by the person requesting the records at the time the records are produced.
- Additional Charges: If a request is of such magnitude and nature that compliance would disrupt the District's normal operation, the District may impose additional charges as are necessary to reimburse the District for its actual costs of producing the records.
- 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 District Director may so authorize. ORS 192.440(4).

Authorization Required for Removal of Original Records

At no time will 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 District Director.

On-Site Review of Original Records

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

Appointments for on-site review will be arranged after approval of a written Public Records Request, following the same response-time guidelines. A representative will be present at any time original records are reviewed, and the charges for standing by while the records are reviewed will be the same as the charges for searching or reviewing records.

Unauthorized Alteration, Removal, or Destruction of Records

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

Restrictions

Per the District's Privacy Policy, some District records in addition to those delineated in the Oregon Public Records Law are exempt from disclosure or are destroyed once they are no longer necessary for District operations. These records include circulation records, records showing use of the District's computer networks, and other records containing personally-identifiable information about the District's patrons and their library use.

Lane Library District Public Records Request

Oregon Public Records Law grants each person the right to inspect the records of a public body (unless exempt from disclosure). The District will acknowledge public record requests within five (5) business days of written receipt and in most cases will complete requests within fifteen (15) business days of written receipt. If your public record request is denied, specific reason(s) and appeal rights will be given by fax, email, or letter.

Date: _____

Contact Name: _____

Daytime Phone: _____ Alternate Phone: _____

Address: _____

Email Address: _____

Description of records requested: (Please be as specific as possible, attach additional pages if necessary.)

Submit to: Lane Library District / Creswell Library
64 W. Oregon Avenue / PO Box 366
Creswell, Oregon 97426
Phone: (541) 895-3053 ~ email: director.su@creswell-library.org

Fees: Photocopies/printouts \$0.25/side for black and white, or \$0.50/side for color. Nonstandard materials charged as incurred, research fee \$50/hour. See full Public Records Policy for details.