**PUBLIC RECORD REQUEST FORM**

**Please complete this form and send or email to:**

**Depoe Bay RFPD**

**325 SW Hwy 101**

**Depoe Bay, OR 97341**

**Email: ljohnson @depoebayfire.com**

**Phone: (541) 764-2202; Fax: (541) 764-0902**

Date:

**Requester Information:**

Name:

Organization:

Address:

Phone:

Email:

**Public Document(s) Requested:**

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

□ I wish to receive copies of the requested records via: **PICK UP MAIL EMAIL FAX**

**The fee for public record requests is outlined on the back of this form.**

Requester’s Signature:

**Records Custodian Use Only**

Received Date:

Receiver’s Initials:

PUBLIC RECORDS

A. COMPLIANCE

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

 B. FEES FOR PUBLIC RECORDS

In order to recover its costs for responding to public records requests, the following fee schedule is adopted by the District:

 1. *Copies of Public Records; Certified Copies:* Copies of public records shall be twenty-five cents ($0.25) per copy for standard, letter size copies. Copies shall be certified for an additional charge of five dollars ($5.00).

 2. *Copies of Sound Recordings:* Copies of sound recordings of meetings shall be fifteen dollars ($15.00) per copy.

 3. *Copies of Maps and Other Nonstandard Documents:* Charges for copying maps or other nonstandard size documents shall be charged in accordance with the actual costs incurred by the District.

 4. *Research Fees:*  If a request for records requires District personnel to spend more than fifteen (15) minutes searching or reviewing records prior to their review or release for copying, the fee shall be thirty-five dollars ($35.00) per hour with a minimum charge for one quarter hour. The District shall estimate the total amount of time required to respond to the records request, and the person making the request shall 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 shall be refunded to the person requesting the records. If the actual costs and time are in excess of the estimated time, the difference shall be paid by the person requesting the records at the time the records are produced.

 5. *Additional Charges:* If a request is of such magnitude and nature that compliance would disrupt the District's normal operation, the District may impose such additional charges as are necessary to reimburse the District for it extraordinary costs of producing the records.

 6. *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 designee may so authorize. ORS 192.440 (4)