

# CITY OF CORVALLIS

## ADMINISTRATIVE POLICY MANUAL

### POLICY AREA 1 - GENERAL ADMINISTRATIVE

#### AP 06-1.14            Public Records Requests

Adopted        March 15, 2006  
Revised        May 2009

#### 1.14.010        Purpose

To establish a procedure for accepting and responding to public records requests and to establish a uniform fee schedule for providing public records.

#### 1.14.020        Background

1.14.021        Each City department is responsible for responding to public records requests and setting fee schedules. It is appropriate to establish a uniform fee schedule and procedures for handling public records requests.

#### 1.14.030        Policy

1.14.031        It is the policy of the City of Corvallis to ensure that every person in Oregon has a right to inspect any nonexempt public records.

1.14.032        The City will provide proper and reasonable opportunities for inspection and examination of the nonexempt public records during normal business hours consistent with State law. The City will provide these records in the form requested, if available. If the nonexempt public records are not available in the form requested, the City will make the records available in the form in which it is maintained.

1.14.033        Consistent with the City Council's goal to enhance sustainability efforts, the City will make every effort to provide access to nonexempt public records electronically and through the City's Web site.

1.14.034        The City will provide cost estimates to the requester before producing the records if the estimated charge is in excess of \$25.00.

Administrative Policy 06-1.14

1.14.035 Any uncertainty regarding whether a record should be released or is exempt from disclosure should be referred to the appropriate Department Director or the City Attorney's Office for review and determination.

1.14.040 Definition

1.14.041 Personnel Costs Include, but are not limited to, employee's time spent locating, compiling, reviewing, separating, and copying records. Costs are the hourly rate equivalent to the salary plus benefits of each employee involved in processing a public records request.

1.14.042 Public Body Every city governing body and any board, department, commission, council, or agency thereof.

1.14.043 Public Record Any writing that contains information relating to the conduct of the public's business, prepared, owned, used, or retained by a public body regardless of physical form or characteristics. Nonexempt e-mail messages that exist on computer back-up tapes are also public records.

1.14.044 Writing Handwriting, typewriting, printing, photographing, and every means of recording including letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, files, facsimiles or electronic recordings.

1.14.045 Exempt Record Records not subject to public disclosure as identified in Oregon Revised Statutes (ORS) 192.501 - 192.502.

1.14.050 Procedures

1.14.051 All public records requests must be submitted to the City in writing, using the attached Public Records Request Form. The form is available to all departments and citizens and can be downloaded from the City's Web site.

1.14.052 Police-related records requests must use the attached Request Form provided by the Corvallis Police Department, available at the Records Unit or on the City's Web site.

1.14.052 The City will review all public records requests within 24 hours and respond to the requests within seven business days or sooner.

1.14.053 If extensive staff time (more than 15 minutes) is needed to provide the requested records, the City will advise the requester of the approximate time

Administrative Policy 06-1.14

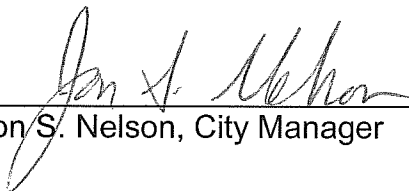
when the records would be available. The City will also provide cost estimates to the requester, including records reproduction and staff time, before producing the records if the charge is in excess of \$25.00.

- 1.14.054 If the cost to respond to the public records request exceeds \$100.00, the City may request a deposit of one-half of the estimated cost before beginning to assemble the requested information.
- 1.14.055 All fees quoted and charged will be in accordance with the fee schedule included in the Public Records Request Form in this Policy.
- 1.14.056 At the discretion of the Department Director, fees for producing public records may be waived for elected officials, other governmental agencies (City, County, State, and Federal levels), persons appointed to City advisory boards and commissions, and the media. Every effort will be made to provide records electronically or through the City's Web site to reduce paper reproduction.
- 1.14.057 The City will explain to the requester, preferably in writing, if a request for public records cannot be fulfilled (i.e., records are exempt from public disclosure or do not exist).

1.14.060 Review and Update

This Policy shall be reviewed every three years by the Assistant to City Manager/ City Recorder and updated as appropriate.

Reviewed and concur:

  
\_\_\_\_\_  
Jon S. Nelson, City Manager

6/17/09  
\_\_\_\_\_  
Date



**CITY OF CORVALLIS**

P. O. Box 1083  
Corvallis, OR 97339-1083  
541-766-6900  
541-766-6780

**Public Records Request Form**

**PLEASE PRINT**

**Date Requested:** \_\_\_\_\_

**To:** (Department in charge of record) \_\_\_\_\_

**Your name:** \_\_\_\_\_ **Agency/Business:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **E-mail address:** \_\_\_\_\_

**View records at City offices:** \_\_\_\_\_ **Receive copies by mail or pick up:** \_\_\_\_\_

**Records requested:** (be specific – date, title, group, author, subject, etc.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Every person has the right to inspect any public record of a public body in Oregon, except as otherwise expressly provided by Oregon Revised Statutes (ORS) 192.501-192.502. The City shall respond to public record requests within seven working days of receipt. If your request is denied, specific reasons will be given by fax, e-mail, or letter. ORS 192.440(4) authorizes a public body to establish fees to reimburse for costs in making public records available.

**FEES SCHEDULE ON REVERSE SIDE**

**STAFF USE**

Processed by:	_____	Completed Date:	_____
Reproduction Charges:	_____	Research Charges:	_____
Total Charges Due:	_____	Date Charges Paid:	_____

**CITY OF CORVALLIS**  
**PUBLIC RECORDS FEE SCHEDULE\*\***  
 (Effective February 1, 2006)  
 (Updated May 26, 2009)

2020 Vision Statement	First copy ..... free Extra copies ..... \$1.00 each
9-1-1 Audio Tape	\$24.00 per call
Audio Tape	Other than Police Dept ..... \$7.00 per tape Police Dept ..... \$24.00 per tape
Certified Copies	\$5.00 per certification plus copy costs
Compact Disk/Floppy Disk	\$5.00 per disk
Comprehensive Plan	\$16.50
Computer Program Work	Personnel costs plus copy costs (one-hour minimum charge)
Copies	Up to 5 pages ..... free Six or more pages ..... \$.15 per page Color copies ..... \$1.50 per page 11"x17" and larger copies ..... \$5.00 each
Fire and Police Accident/Incident Report	Per report up to 5 pages ..... \$5.00 Each additional page ..... \$.15 per page
Land Development Code	\$40.00
Maps	\$3.00 to \$18.00, depending upon size and type
Microfiche Copies	\$.15 per page
Postage	Actual costs if more than one ounce
Reports	Actual reproduction costs
Research	Personnel costs plus copy costs Full cost of City Attorney review, if required
Video Tape	\$30.00 per tape

\*\*Certain departments may have their own fee schedule in addition to this policy.

**CORVALLIS POLICE DEPARTMENT  
REQUEST FOR RECORDS INFORMATION**

REQUESTER: \_\_\_\_\_ PHONE: \_\_\_\_\_  
NAME (PLEASE PRINT)

ADDRESS \_\_\_\_\_  
 \_\_\_\_\_  
CITY STATE ZIP

AGENCY OR BUSINESS \_\_\_\_\_

**NOTE:** Charges are based on an average of personnel time used in researching and reviewing records. Fees for accident or incident requests are for processing the request and are non-refundable.

I agree not to use, share, or disseminate any information pertaining to the record other than for lawful purposes.

SIGNATURE OF REQUESTING PERSON: \_\_\_\_\_ DATE: \_\_\_\_\_

INVESTIGATIVE REPORT	CRIMINAL HISTORY
REPORT TYPE: _____	<input type="checkbox"/> Request Letter of Clearance
REPORT NO: _____	or
DATE/TIME: _____	<input type="checkbox"/> I request to see information held by the Corvallis Police Department
LOCATION: _____	Pertaining to: _____ (Myself, my son, daughter, person over who I excise guardianship, or other)
INVOLVED PERSONS: _____	NAME: _____
_____	ADDRESS: _____
_____	DATE OF BIRTH: _____

**FOR OFFICE USE ONLY:**

- Copy of report provided
- Request denied (reason listed below)
- No record found
- Record Reviewed (no copy made)
- Records Challenged (Challenge attached)

IDENTIFICATION:  
 Person known by agency \_\_\_\_\_  
 Driver's License #: \_\_\_\_\_  
 Other ID: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

RECORDS SPECIALIST: \_\_\_\_\_

DATE: \_\_\_\_\_