

**Port of Umpqua Public Records Policy
Adopted October 2012**

1. Compliance

The Port of Umpqua 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 of Umpqua'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.
- b) **Access:** The Port of Umpqua shall permit inspection and examination of its non-exempt public records during regular business hours in The Port of Umpqua's offices, or such other 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).

2. Fees for Public Records

Fees must be limited to no more than \$25.00 unless the requestor is provided with a written notification of the estimated amount of the fee and the requestor confirms that he/she wants the public body to proceed.

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

- a) \$.25 per two sided page of all documents copied.
- b) **Copies of Sound Recordings:** Copies of sound recordings of meetings shall be \$15.00 per copy.
- c) **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 Port.
- d) **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 shall be \$28.00 per hour and additional charges shall be in ¼ hour increments. The Port 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.
- e) **Additional Charges:** If a request is of such magnitude and nature that compliance would disrupt the Port's normal operation, the Port may impose such additional charges as are necessary to reimburse the Port for its actual costs of producing the records.

- f) **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 Manager may so authorize. ORS 192.440(5).

3. Authorization Required for Removal of Original Records

At no time shall an original record of the Port be removed from the Port's files or the place at which the record is regularly maintained, except upon authorization of the Board of Directors or the 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 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 records are reviewed shall be the same as the charges for searching or reviewing records.

5. Unauthorized Alteration, Removal, or Destruction of Records

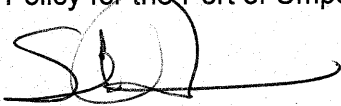
If any person attempts to alter, remove or destroy any Port of Umpqua record, the Port representative shall immediately terminate such person's review, and notify the attorney for the Port.

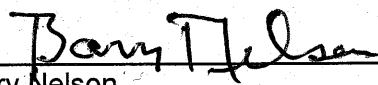
6. Request for Public Records Procedure:

A request form for public records from the Port can be obtained at the Port office or by contacting the Port at 541-271-2232. A request form public record form is also available on the Port website at www.portofumpqua.net. After the Port receives a request for records, staff will provide the request reasonable attention to comply with the request within a reasonable time but no later than 30 days from the date of the request.

An invoice will be prepared and due at the time the requested records are made available to the requestor.

This Public Records Policy for the Port of Umpqua was approved and adopted on: October 17, 2012.

President: 
Steve Reese

Secretary: 
Barry Nelson



Port of Umpqua
PO Box 388
1877 Winchester Avenue
Reedsport, OR 97467

Office: 541.271.2232
Fax: 541.271.2747
email: portofumpqua@portofumpqua.net

Request for Public Records

This form is for requesting public records that are held by: the Port of Umpqua in Douglas County, Oregon.

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Description of Records: _____

Other information that could narrow the search such as dates and names: _____

You are not required to state why you are seeking records. However, many exemptions that permit public bodies to withhold records can be overcome if the public interest favors disclosure in the particular instance. If you believe that disclosure to you will serve the public interest, you are free to provide an explanation:

- I would like to inspect the records.
- I would like electronic copies of records.
- I would like copies of records mailed to me.

You may submit this form to
Mail: PO Box 388, Reedsport OR 97467
Fax to: 541-271-2747
email: portofumpqua@portofumpqua.net