



Request for Public Records

The following is to be filled out by the requestor and turned in to LCOG staff:

Request Date: _____

Name: _____

Phone Number: _____

Email Address: _____

Mailing Address: _____

Information Requested:

If a request results in less than 10 minutes of staff time AND less than \$5.00 of production costs, fees will be waived.

Note to LCOG Staff – Please return this form to Laura Campbell, LCOG Public Information Officer, at Park Place Building by inter-office mail or email it to lcampbell@lco.org.

DO NOT WRITE BELOW THIS LINE.

The following is to be filled out by the Public Information Officer:

LCOG Public Records Fee Schedule (Check the appropriate boxes):

Photocopies

Standard B&W (\$0.06 per page)

____Number of Pages

Color (\$0.15 per page)

____Number of Pages

Mailing Lists

- CD (\$40) _____Number of CDs
- Printed Labels (\$40 + \$0.15 per label) _____Fee plus number of labels
- Printed List (\$40) _____Number of Lists

Geospatial Data¹ (\$50 access fee)

¹ Under ORS 190.050, geographic databases of intergovernmental groups are exempt from disclosure. However, under this policy, LCOG will make its geospatial data available on an as-is without warranty basis on a password protected file transfer web page. LCOG will only release geospatial data collected from member organizations with their consent.

Labor Charges

- Administrative Staff (\$38 per hour) Est. Staff Time: _____
- Technical Staff (\$95 per hour) Est. Staff Time: _____
- Legal and Management Level Staff (\$115 per hour) Est. Staff Time: _____

Estimated Staff Time: _____ Cost: _____

Estimated Reproduction Cost: _____ Total Estimated Cost: _____

Date Completed: _____

Total Cost: _____

Provided Records By:

- Will Call
- Email
- In Person
- Mail

Fees

The Oregon Public Records Law allows public bodies to recover their actual costs in fulfilling a public records request. **If the estimated total fee is greater than \$20**, LCOG will provide the requestor with written notice of the estimated amount of the fee. In such instances, LCOG will not fulfill the public records request until the requestor makes a deposit in an amount of the estimated fee.

If a request results in less than 10 minutes of staff time **AND** less than \$5.00 of production costs, fees will be waived.

If the document already exists in paper form and no printing is required, then that public record

may be reviewed without a fee. A staff member must be present at all times during the inspection of the records.

The fee will be reasonably calculated to reimburse LCOG for its actual costs in making the records, and may include:

- Charges for the time spent by LCOG staff to locate the requested public records, to review the records in order to determine whether any requested records are exempt from disclosure, to segregate exempt records, to supervise the requestor's inspection of original documents, to copy records, to certify records as true copies, and to send records by special or overnight methods such as express mail or overnight delivery;
- A per-page charge for photocopies of requested records; and
- A per-item charge for providing CDs, audiotapes, or other electronic copies of requested records.

See LCOG's Public Records Policy for more information.