

**BEFORE THE CITY COUNCIL FOR THE CITY OF  
LAFAYETTE, OREGON  
SITTING FOR THE TRANSACTION OF CITY BUSINESS**

In the matter of a resolution adopting            )  
reasonable measures to ensure the                )  
integrity of its records and effectiveness       )  
of its office operations                            )

**RESOLUTION NO. 2003-02**

THE CITY COUNCIL (the "Council") OF THE CITY OF LAFAYETTE, OREGON (the "City") sat for the transaction of City business on Thursday, February 13, 2003 in the Council chambers at City hall.

**WHEREAS**, according to ORS 192.420, every person has the right to inspect any nonexempt public record of the City of Lafayette subject to reasonable procedure; and

**WHEREAS**, the City of Lafayette recognizes and respects the public's right to public documents and the importance of maintaining orderly files to facilitate public access in an efficient and cost effective manner; and

**WHEREAS**, the State Attorney General suggests that public bodies establish protective measures to maintain the integrity of public records or to prevent interference with the duties of the records custodians; and

**WHEREAS**, the State Attorney General recommends there be a process in which the public has opportunity to comment on these measures.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Lafayette, Oregon that:

Section 1. The City shall permit inspection and examination of its non-exempt public records during regular business hours in the City's offices, or such other locations as the City may reasonably designate from time to time.

Section 2. All requests to inspect a public record should be in writing when possible with the date, name, address, and signature of the person making the request, and the request form is attached hereto as Exhibit 'A'.

Section 3. The request form should contain the specific records requested, furnishing the dates, subject matter and such other detail as necessary to enable City personnel to readily locate the records sought.

Section 4. The City shall respond to all public document requests within a reasonable time, but no more than 5 working days, or explain why more time is needed for a full response.

Section 5. The City shall not create any new documents or customize any existing documents in response to a records request, unless it is in the City's best interest to do so.

Section 6. If the public record is maintained in machine readable or electronic form, staff shall provide copies of the public record in the form requested, if available. If the record is not available in the form requested, it shall be made available in the form in which it is maintained.

Section 7. A person making a public record request may personally inspect the requested document during normal business hours. A City staff member must be present while any original public records are being inspected to insure protection of the documents.

Section 8. Providing nonexempt public records is a governmental activity covered by the American with Disabilities Act (ADA). The City will provide an opportunity for individuals with disabilities to request an alternative form.

Section 9. A staff member must review the requested document to make certain the record does not contain any exempt information before releasing the public record for inspection. If a document does contain exempt information, a copy, in lieu of the original, will be provided for inspection with the exempt portion blanked out.

Section 10. Original public documents may not be taken out of the City's custody.

Section 11. City records shall be released only under the conditions that the records are "public" records and that the records are not exempt from disclosure under ORS 192.410-192.505, with the exception that public records listed as "conditionally exempt" under ORS 192.501 may be released upon determination that it is in the public interest to do so.

Section 12. In order to recover its costs for responding to public records requests, the following fee schedule is adopted:

Copies of Public records: Copies of public records shall be \$.25 cents per copy for standard, single-sided, letter size copies.

Copies of Sound Recordings: Copies of sound recordings of meetings shall be \$5.00/per tape.

Copies of City Code, Comprehensive Plan, or other bound documents: Fee Schedule attached hereto as Exhibit 'B'.

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 City.

Research Fees. If a request for records requires City personnel to spend more than 30 minutes compiling a record to meet the person's request, the minimum fee shall

be \$10.00 per half hour unit or portion of a half hour unit, with a minimum charge for one half hour. Such calculations shall include time spent by staff in locating the requested records, review the records in order to delete exempt material, supervising the inspection of original documents, and copying the records. The person requesting the record must pay the appropriate fees at the time the records are produced.

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

Fee Waivers or Reduction:

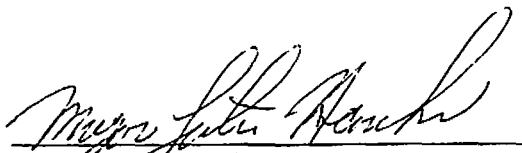
- Copies of public records may be furnished without cost or at a substantial reduction if the department head determines the waiver is in the public interest because making the record available primarily benefits the general public.
- A person requesting a waiver of charges shall file a written request to include his/her identity, the purpose for which he/she intends to use the information, and whether he/she can demonstrate the ability to disseminate the information to the public. The department head will review the waiver request while also considering the requestor's ability to pay and any financial hardship on the City that might arise from granting the waiver.
- Copies of routine materials requested by the news media will be made without charge. Any non-routine materials requested by the news media will be charged at the discretion of the department head.
- Copies of routine materials requested by any Lafayette elected official or appointed advisory body member will be furnished without charge if the request relates to information needed in his/her official capacity. Any other materials requested will be charged at the fee described above.
- Routine materials are defined as those items already regularly produced during the City's regular course of business.

ADOPTED by the City Council this 13<sup>th</sup> day of March, 2003.

VOTE: Ayes: 6 Nays: 0 Abstentions: 0 Absent: 0

APPROVED:

ATTEST:

  
Mayor Lois Hanks

  
Diane Rinks, City Administrator



## Public Records Request Form

PRICES: SEE ATTACHED FEE SCHEDULE

Oregon Public Records Law grants every person the right to inspect any public record of a public body in this state (unless exempt from disclosure) within FIVE (5) business days from the date of receipt of this request. You will be contacted by telephone when your documents are ready.

Date of Request: \_\_\_\_\_

I, \_\_\_\_\_, am requesting the following public record(s) from the City of  
(print name)  
Lafayette:

Please be specific.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

I understand ORS 192 contains exemptions to the public records law and authorizes the City to adopt reasonable rules necessary to protect the records and permit the custodian of public records to carry out regular duties. Upon receipt of this written request, I understand that the City will determine whether the requested record is exempt from disclosure within 7 business days. If a longer delay is expected, staff will advise the applicant.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

For Department Use Only:

Date Rec'd: \_\_\_\_\_ by \_\_\_\_\_

Date Responded to request: \_\_\_\_\_ by \_\_\_\_\_ Time Spent: \_\_\_\_\_

Contacted on \_\_\_\_\_ by \_\_\_\_\_

RESOLUTION NO. 2007-09  
EXHIBIT 'B'

**FEE SCHEDULE**

<b>COPIES OF PUBLIC RECORDS.....</b>	<b>\$.25 PER COPY</b>
<b>AUDIO TAPES.....</b>	<b>\$5.00 PER TAPE</b>
<b>FAXED DOCUMENTS.....</b>	<b>\$1.00 FOR FIRST PAGE .50 EACH ADD'L PAGE</b>
<b>PUBLIC WORKS CONSTRUCTION STANDARDS.....</b>	<b>\$30.00</b>
<b>PUBLIC WORKS DESIGN STANDARDS.....</b>	<b>\$30.00</b>
<b>WATER SYSTEM MASTER PLAN.....</b>	<b>\$80.00</b>
<b>COMPREHENSIVE PLAN.....</b>	<b>\$10.00</b>
<b>PLANNING ATLAS.....</b>	<b>\$10.00</b>
<b>ORDINANCE BOOK.....</b>	<b>\$50.00</b>
<b>WASTEWATER FACILITIES PLAN.....</b>	<b>\$40.00</b>
<b>LAFAYETTE ZONING AND DEVELOPMENT ORD.....</b>	<b>\$40.00</b>
<b>SDC STUDY.....</b>	<b>\$30.00</b>
<b>PARKS MASTER PLAN.....</b>	<b>\$20.00</b>
<b>TRANSPORTATION SYSTEMS PLAN (TSP).....</b>	<b>\$15.00</b>
<b>FINANCIAL AUDITS.....</b>	<b>\$10.00</b>