



001-003-420

DOUGLAS COUNTY CLERK

COUNTY COURT JOURNAL



CERTIFICATE PAGE

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FILE DATE: 01/27/2006

SUBJECT: ADMINISTRATIVE MATTERS

PARTY:

PUBLIC RECORDS REQUESTS
FEES

REMARK:

Pages 3 Single/Double



JAN 27 2006

BEFORE THE BOARD OF COUNTY COMMISSIONERS OF DOUGLAS COUNTY

BARBARA E. NIELSEN, COUNTY CLERK

IN THE MATTER OF PROCESSING)
PUBLIC RECORDS REQUESTS.) ORDER

The Board of Commissioners of Douglas County (the " Board") hereby orders as follows:

(1) If a public records request takes fifteen minutes or less of staff time and involves the photocopying of one or two pages, then there will be no charge to the requestor.

(2) If a public records request takes more than fifteen minutes of staff time, or involves the photocopying of three or more pages, then each county department and agency is to apply its own adopted fee schedule.

(3) In adopting fee schedules, departments and agencies are to comply with the following requirements:

(a) Fees must be reasonably calculated to reimburse the county for the county' s actual cost of making public records available.

(b) Fees may include the cost of summarizing, compiling, or tailoring the public records, either in organization or media, to meet the requestor' s request.

(c) The county shall not charge the requestor a fee in excess of \$25, unless the county has first provided a written cost estimate to the requestor and has received confirmation that the requestor wants the county to proceed with responding to the request.

(d) The term " actual cost" may include a charge for the time spent by county staff in locating the requested records, reviewing the records in order to delete exempt material, supervising a requestor' s inspection of original documents in order to protect the records, copying records, certifying documents as true copies, or sending records by special methods such as express mail.

(e) " Actual cost" may also include the cost to time spent by County Counsel reviewing, redacting, and segregating records, although the cost of County Counsel' s time spent determining the application of the Public Records Law is not a recoverable cost.

(f) The county may not include charges for any additional costs incurred to provide records in an alternative format to individuals with vision or hearing impairments when required by the Americans with Disabilities Act.

(4) Upon receipt of an unusual or atypical public records request, the recipient department or agency is to forward the public records request to the Office of County Counsel, together with a copy of the requested documents. The recipient department or agency is not to furnish the person making the public records request with the requested documents.

(5) The Board may, in its discretion, exempt in writing certain kinds of records from this order.

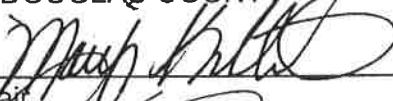

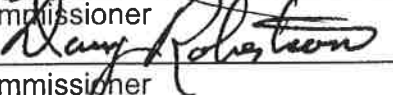
(6) This order applies to all county departments and agencies, including those managed by elected officials who have adopted this order.

(7) Excepted from this order are fees established by law or ordinance (see, for example, ORS 205.320(4)(c) and Douglas County Code § 3.12.170).

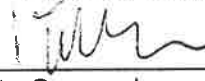
(8) This order is effective February 8, 2006.

Dated: January 25, 2006.

BOARD OF COUNTY COMMISSIONERS
OF DOUGLAS COUNTY

By 
Chair
By 
Commissioner
By 
Commissioner

Approved as to Form:

By 
County Counsel
Date 1/25/2006

END OF DOCUMENT