

City of Cave Junction
Public Records Request Policy

Requests for public documents held by the City of Cave Junction (City) must be submitted in writing to:

City of Cave Junction
Attn: Lisa Richardson, Planning Clerk
P.O. Box 1396
Cave Junction, OR 97523

1. As per Oregon public records law, requests will be responded to within a reasonable amount of time with one or more of the following responses:

- a) A statement that the City of Cave Junction does or does not have custody of the requested public record(s);
- b) Copies of all requested public records for which the City of Cave Junction does not claim an exemption from disclosure under ORS 192.410 to 192.505;
- c) A statement that the City of Cave Junction is the custodian of some responsive records, an estimate of time in which copies will be provided or inspection will be available, and an estimate of the fees the requestor must pay prior to receiving the records;
- d) A statement that the City is uncertain whether it possesses any requested records and that it will search for the requested records and respond as soon as practicable; or
- e) A statement that state or federal law prohibits the City of Cave Junction from acknowledging whether the record exists with reference to the relevant state or federal law.

2. Clarification of Public Records Requests

If the City of Cave Junction receives an unusual request, or the scope of the request is unclear, the City may request additional clarification before responding to the request.

3. Charging for Public Records Requests

The Oregon Public Records Law allows public bodies to recover their actual costs in fulfilling a public records request. If the estimated fee is greater than \$25, the City will provide the requestor with written notice of the estimated amount of the fee.

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

- a) Charges for the time spent by the City 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.
- b) A per-page charge for photocopies of requested records; and
- c) A per-item charge for providing CDs, audiotapes, or other electronic copies of requested records.

The City of Cave Junction's public records fee schedule is as follows:

Photo Copies	Black & White	.15 per page
	Color	.25 per page
Mailing Lists	CD	\$40
	Printed List	\$40
Labor Charges	Clerical Staff	\$25.00 per hour
	Attorney / Management Staff	\$70.00 per hour

All time for public records requests will be recorded in thirty-minute increments with a minimum charge of a \$25.00 fee. Charges will be based on the above fee schedule and are required in advance. Record requests fees in excess of \$25.00 will be invoiced.

4. Copyrighted material

If the City maintains public records containing copyrighted material, the City will permit the person making the request to inspect the copyrighted material, and may allow limited copying of such material if allowed under Federal copyright law. The City may require written consent from the copyright holder or an opinion from legal counsel before allowing copying of such material.