



<b>Administrative Policy:</b>		Public Records Request		<b>Policy Number:</b>	3300
<b>Applicable regulations - Federal/State/Board/College</b>		ORS 192.311 to 192.478			
<b>Accountable Administrator:</b>		Registrar	<b>Position responsible for updates:</b>		Registrar
<b>Original Date:</b>	3-19-25	<b>Executive Team approval date:</b>			3-20-25
<b>Date Posted on Web:</b>	3-31-25	<b>Revised:</b>	3-19-25	<b>Reviewed:</b>	3-19-25

## AP 3300 Public Records Request

**References:** ORS 192.311 to 192.478

Members of the public may request to inspect or copy public records. A request by a member of the public may be delivered by mail or in person to the Registrar.

Under Oregon law, OCCC must acknowledge receipt of a written request to inspect or receive copies of public records within 5 business days. Once acknowledged, OCCC will complete its response to the request as soon as practicable and without unreasonable delay. "Business day" is defined as "a day other than Saturday, Sunday or a legal holiday and on which at least one paid employee of the public body that received the public records request is scheduled to and does report to work." Further, "business day" does not include any day on which the central administration offices of the OCCC are closed.

Any request shall identify with reasonable specificity the records that are sought. If additional information is needed, the Registrar may request it be provided in writing.

Any request to inspect records shall be made sufficiently in advance of the date of inspection to allow staff members time to assemble the records and identify any records that may be exempt from disclosure.

The College shall provide the requester with an estimate, in writing, if the reasonable costs associated with providing the public records are expected to exceed \$25. Reasonable costs shall include but are not limited to the actual costs of making public records available, including costs of summarizing, compiling, or tailoring public records, either in organization or media, to meet the request, and the cost of time spent reviewing the public records, redacting materials, or segregating the public records into exempt and nonexempt records.

- a) After receiving the estimate, the requester shall notify the College whether it wants the College to proceed with making the public records available. The College may require written confirmation that the requester wants the College to proceed with making the public records available.

- b) The college will consider a request expired if the requester fails to pay the fee within 60 days of making the request, or the requester fails to respond to inquiries seeking clarification about how to proceed with the request. A new request is required once a previous request has expired.

The College requires that the requester make payment to the College for the balance of the reasonable costs over and above the initial \$25 payment prior to the release of the public records.

The requesting party shall be charged at the rate(s) established below.

- a) If the public records request requires a nominal amount of staff time (less than 30 minutes), up to 10 copies or digital conversions can be made for \$25.
- b) If the public records request requires more than a nominal amount of staff time (30 minutes or more) and the number of copies exceeds 10 pages, then the requester shall be charged for the actual cost of staff time, including fringe benefits, plus copying/delivering charges, charges for summarizing, compiling and tailoring, preparation and release of a condensed version of significant facts that are not otherwise exempt from disclosure, and the cost of time spent by an attorney for the College in reviewing with public records, time to review and complete redacting of non-public information, or segregating the public records into exempt and nonexempt records. Charges for copying or converting documents into a digital format shall be at the rate of \$.10 (ten cents) per page.
- c) Personnel costs shall be computed based on 30-minute increments rounded up, for time expended by college staff at the hourly rate of the employee(s) involved in fulfilling the request.
- d) Fees may be waived if the furnishing of the copies is determined by the College to be in the public's best interest as set forth in the Oregon Revised Statutes.
- e) The College may charge for search time even if the custodian of the record fails to locate any records in response to the request, or if the records are subsequently determined to be exempt from disclosure.

Records that are exempt from disclosure may not be inspected or copied by members of the public. Social security numbers must be redacted from records before they are disclosed to the public.

**Approved: 3-18-25**