



# Klamath County Fire District No. 1

143 North Broad Street • Klamath Falls, Oregon 97601  
Phone: (541) 885-2056 • Fax: (541) 884-6920 • kcfd1@kcfd1.com

## Public Record Request Form

**ATTENTION REQUESTOR:** To expedite your request for Fire District No. 1 records, please fill out this form completely, and identify specifically what records you are requesting. Please limit your request to one topic per form. Additional forms should be used if requesting multiple types of records. Requests should reasonably describe identifiable records prepared, owned, used, or retained by Fire District No. 1, including dates if applicable. Staff is available to assist you in identifying those records in Fire District No. 1's possession. Fire District No. 1 is not required by law to create a new record or list from an existing record. Advanced payment may be required prior to the release of records.

### REQUESTOR INFORMATION

NAME:	DATE:	
COMPANY:		
MAILING ADDRESS:		
CITY:	STATE:	ZIP CODE:
PHONE NUMBER:	FAX NUMBER:	

### REQUESTED RECORDS

Please describe in detail the public records you are requesting:

Reason for Request:

Please check one of the following:

- I wish to inspect the requested records, where applicable, and do not want copies produced at this time.
- I request that Fire District No. 1 contact me prior to copying the requested records if the cost exceeds \$20.00
- I would like copies of the requested records and I hereby agree to reimburse Fire District No. 1 for the direct cost of duplicating the requested records in accordance with the policies outlined on the back side of this form.

Signature of Requestor – *By signing this form, I agree that I have read and understand the policies outlined on the back side of this form.*

<b>Office Use Only:</b>	
Date Received: _____	Date Completed: _____
Total Fees Charged: \$ _____	Initials: _____
Notes: _____	

**Relative Information:** Under the Oregon Public Records Law, ORS 192.410-192.505, “every person” has a right to inspect any nonexempt public record of a public body in Oregon. The Public Records Law expressly authorizes a public body to establish fees “reasonably calculated to reimburse the public body for the public body’s actual cost of making public records available”, ORS 192.440(4)(a). The statute also expressly permits a public body to include in its fees “costs for summarizing, compiling or tailoring the public records, either in organization or media, to meet the person’s request”, ORS 192.440(4)(a).

**A. COMPLIANCE**

District No.1 shall fully comply with the Oregon Public Records Law, ORS 192.410-192.505.

1. **Specificity of Request:** In order to facilitate the public's access to records in District No.1's possession, and to avoid unnecessary expenditure of staff time, persons requesting access to public records for inspection or copying, or who submit written requests for copies of public records, shall specify the records requested with particularity, furnishing the dates, subject matter and such other detail as may be necessary to enable District No.1 personnel to readily locate the records sought.
2. **Access:** District No.1 shall permit inspection and examination of its non-exempt public records during regular business hours in District No.1's offices, or such other locations as the Board may reasonably designate. Copies of non-exempt public records maintained in machine readable or electronic form shall be furnished, if available, in the form requested. If not available in the form requested, such records shall be made available in the form in which they are maintained. ORS 192.440(2).
3. **Copies:** Copies of non-exempt public records shall be furnished upon request and receipt of payment therefore.
4. **Certified Copies:** Additional charges will be added for certified copies. The person requesting the record must indicate certified copies at the time they make the request. Certified copies of non-exempt public records shall be furnished upon request and receipt of payment therefore.

**B. FEES FOR PUBLIC RECORDS**

In order to recover its costs for responding and completing public records requests, the following fee schedule is adopted by District No.1. These fees refer to both hardcopies and electronic copies of documents.

1. **Copies of Public Records; Certified Copies:** Copies of Public Records shall be billed based on personnel time required to complete the request. The fee shall be \$40.00 per hour, or actual cost of personnel whichever is greater, with a minimum charge for one quarter hour. Certified copies will include additional costs to cover legal fees associated with providing that record.
2. **Copies of Digital Photographs and Sound Recordings:** Copies of digital photographs, sound recordings of meetings, and/or electronic copies of documents shall be billed based on personnel time required to complete the request. The fee shall be \$40.00 per hour, or actual cost of personnel whichever is greater, with a minimum charge of one quarter hour. An additional charge of \$5.00 per CD or DVD shall be added. This does not include 911 recordings; requests for those recordings need to be made directly to the Klamath County Communications District, as they are the custodian of those records.
3. **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 District No.1. In addition, fees for personnel time required to complete the request will be charged. The fee shall be \$40.00 per hour, or actual cost of personnel whichever is greater, with a minimum charge of one quarter hour.
4. **Research Fees:** The fee shall be \$40.00 per hour, or actual cost of personnel whichever is greater, with a minimum charge for one quarter hour. District No.1 shall estimate the total amount of time required to respond to the records request, and the person making the request shall make payment for the estimated cost of the research and copying of the records in advance. If the actual time and costs are less than estimated, the excess money shall be refunded to the person requesting the records. If the actual costs and time are in excess of the estimated time, the difference shall be paid by the person requesting the records at the time the records are produced. This Public Records Research Fee schedule shall be posted at the administrative office in public view.
5. **Additional Charges:** If a request is of such magnitude and nature that compliance would disrupt District No.1's normal operation, District No.1 may impose such additional charges as are necessary to reimburse District No.1 for the actual costs of producing the records. *Such costs could include copying charges if use of outside copy equipment is required, postage, accounting or legal fees associated with providing that record; cost for the use of apparatus, equipment, or personnel as per the State Mobilization Plan; etc.*
6. **Reduced Fee or Free Copies:** Whenever the Board determines that furnishing copies of public records in its possession at a reduced fee, or without costs, would be in the public’s interest, the Board may so authorize. ORS 192.440(4).

**C. AUTHORIZATION REQUIRED FOR REMOVAL OF ORIGINAL RECORDS**

At no time shall an original record of District No.1 be removed from District No.1's files or the place at which the record is regularly maintained, except upon authorization of the Board of Directors of District No.1.

**D. ON-SITE REVIEW OF ORIGINAL RECORDS**

If a request to review original records is made, District No.1 shall permit such a review, provided that any research fees are paid in advance in accordance with paragraph B.4, above. A District representative shall be present at any time original records are reviewed, and the charges for standing by while the records are reviewed shall be the same as the charges for searching or reviewing records.

**E. UNAUTHORIZED ALTERATION, REMOVAL OR DESTRUCTION OF ORIGINALS**

If any person attempts to alter, remove or destroy any District No.1 record, any District No.1 representative shall immediately terminate such person's review, and notify Law Enforcement and the attorney for District No.1.