

I. Scope

- (1) This policy pertains to requests to inspect those public records of the Legislative Administration Committee that are not filed with Committee Records and not available through Publications and Distribution.

II. Access to Records

- (1) The Legislative Administrator, as custodian of public records in the custody of the Legislative Administration Committee, shall:
 - (a) Ensure that public records may be inspected during the normal working hours of the office at which the records are kept;
 - (b) Make restrictions and take precautions necessary to protect the integrity of the records and prevent interference with the regular duties of the Legislative Administration Committee; and,
 - (c) Determine that records requested are not exempt from disclosure under ORS 192.410 to 192.505.

III. Requests to Inspect or Obtain Copies of Public Records

- (1) A request to inspect or obtain copies of public records of the Legislative Administration Committee shall be made in writing to the Legislative Administrator. Requests shall include the following:
 - (a) Name, address, and telephone number of the requester for the purposes of responding;
 - (b) Identification of the requested public record;
 - (c) Time period in which the public records were produced, if known to the requester; and,
 - (d) If copies are requested, the number desired.
- (2) The Legislative Administrator or his/her designee may waive the requirement under section 1 of this part if it is determined that the public interest or effective administration is aided by the waiver.

IV. Payment for Inspection or Copies of Public Records

- (1) A person, private business, or public body receiving a copy of a public record or information from a public record may be charged for the action cost of:
 - (a) Staff time necessary to locate and handle the record, to delete material exempt from disclosure, and to supervise the inspection by the requestor;
 - (b) Producing the copy or the information;
 - (c) Postage when requester asks that copies be mailed; and,
 - (d) Other supplies or services necessary to furnish the copy or information.
- (2) If a request for public records will require a significant amount of staff time, the requester will be charged the actual labor cost. The Legislative Administrator will provide a written cost estimate to the requester before staff begin to work on the request for public records.
- (3) The requester shall pay all fees for access to public records in advance unless post-payment is approved by the Legislative Administrator.
- (4) Fees for access to public records may be waived or reduced if the Legislative Administrator or his/her designee:
 - (a) Determines that the reduction or waiver will aid the effective administration of the Legislative Committee's operation; or,
 - (b) Determines that the waiver or reduction is in the public interest because making the record available primarily benefits the general public.

V. Fee Schedule

- (1) Photocopies will be charged at \$.25 per page.
- (2) Postage will be charged at actual cost.
- (3) Staff time to provide requested public records will be charged at actual cost.