

**ROGUE VALLEY SEWER SERVICES
JACKSON COUNTY, OREGON**

RESOLUTION NO. 19-25

PUBLIC RECORDS POLICY

WHEREAS, Rogue Valley Sewer Services is a public entity governed by the Oregon Public Records Law, ORS 192.410-192.505;

NOW, THEREFORE, BE IT RESOLVED, Rogue Valley Sewer Services will comply with the Oregon Public Records Law, ORS 192.410 – 192.505.

BE IT FURTHER RESOLVED, Rogue Valley Sewer Services hereby adopts the following policy:

- Rogue Valley Sewer Services (RVSS) will retain all public records in accordance with the County and Special District Retention Schedule defined in OAR 166-150.
- All requests for public records must be made in writing. RVSS will provide a form to facilitate requests. In order to facilitate the public's access to records in the district'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 RVSS personnel to readily locate the records sought.
- RVSS shall permit inspection and examination of its non-exempt public records during regular business hours in the RVSS office, located at 138 West Vilas Road, Central Point, or such other locations as the District Manager may reasonably designate from time to time.
- 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).
- RVSS will acknowledge the receipt of the request within five business days.
- RVSS will fulfill the request or issue a written response estimating how long fulfillment will take within 10 business days following acknowledgement of the request. RVSS is not subject to this response timeframe if it is awaiting a response from the requester seeking clarification of the inquiry or if the requester has not agreed to pay for the records, provided that the cost is \$25 or more.
- RVSS will notify requester if any requested records are considered exempt from disclosure. The reference will include a reference to the applicable statute that justifies the exemption.

- Fees for public records searches are defined in RVSS' Schedule for Miscellaneous Fees, which is adopted by the RVSS Board of Directors by resolution. RVSS will not charge \$25 or more for public records without prior approval by the requestor.
- At no time shall an original record of RVSS be removed from RVSS' files or the place at which the record is regularly maintained, except upon authorization of the Board of Directors or Manager.
- If a request to review original records is made, RVSS will permit such a review provided that search fees are paid in advance. A representative from RVSS will 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.
- If any person attempts to alter, remove or destroy any RVSS record, the RVSS representative shall immediately terminate such person's review, and notify RVSS' attorney.

ADOPTED by the Board of Directors of Rogue Valley Sewer Services at its Regular Meeting held October 16, 2019.

ROGUE VALLEY SEWER SERVICES



Kay Harrison, Chair
Board of Directors

COUNTERSIGNED:



Carl Tappert, Manager