Public Records Policy No. 9-02

Sunrise Water Authority will fully comply with Oregon Public Records Law per ORS 192.410-192.505. Citizens accessing public information shall be treated uniformly by Sunrise personnel and assisted in obtaining the requested information.

1. Procedure

A. Public record requests must be submitted in writing except:
   1) Requests from other public bodies may be exempted
   2) Requests for information on a current computer screen that can be accessed directly by Staff.

   In order to avoid unnecessary expenditure of staff time, requests for public records shall specify the records requested with particularity, furnishing dates, subject matter and other such detail as may be necessary to enable Sunrise staff to readily locate the records sought.

2. Response Time to Requests.

A. Written records requests will be acknowledged within 5 business days of receipt by Sunrise.

B. Records requests will be fulfilled within 15 days of receipt of the request except when:
   1) Sunrise has provided an acknowledgement and an estimate of time and/or cost to fulfill the actual request;
   2) Additional information or clarification is required from requester in order to fulfill request;
   3) Requester has not provided payment associated with filling request if costs exceed $25.00;
   4) Request requires additional time to fulfill due to volume of records requested, complexity of request, documents not readily available, or if staff time is unavailable to fulfill request.
   5) Records requests relate to pending litigation involving Sunrise, which are referred to Legal Counsel.

3. Exempt Information

A. Per ORS 192.445, a public body shall not disclose public records that show a home address or personal telephone number "if the individual demonstrates to the satisfaction of the public body that the personal safety of the individual or the personal

safety of a family member residing with the individual is in danger if the home address or personal telephone number remains available for public inspection."
A written request is required to keep information confidential. Demonstration of appropriate personal safety criteria must be consistent with State of Oregon Attorney General's guidelines, Appendix H.

B. Per ORS 192.502(2), An individual's utility billing information is information of a personal nature and is exempt from disclosure.

C. Requests for information concerning personnel records of employees of Sunrise shall be directed to the Executive Director. The Personnel Policy details exactly what information may be released concerning employees, by whom, and under what circumstances.

4. Review Prior to Release of Public Records

Prior to release, the Executive Director, a designee, or legal counsel, will review materials assembled in response to a records request for compliance with statutory exemptions to disclosure.

5. Access to Records

Inspection and examination of non-exempt public records shall be permitted by appointment during regular business hours at Sunrise's administrative office, or such other locations as the Executive Director may designate, provided requester has paid all fees assessed for public records requests in accordance with the published fee schedule. A representative of Sunrise shall be present while original records are reviewed, and charges for standing by while the records are reviewed shall be the same as charges for searching or reviewing records.

Records shall not be removed from Sunrise offices except by express authorization of the Executive Director or Board of Commissioners. Any attempt by a person to remove, alter, or destroy any public record will immediately terminate their access to records and the conduct will be referred to Sunrise legal counsel for review.

6. Existing documents.

Fulfillment of public records requests is limited to existing documents. Sunrise is not required to manipulate data, create lists from existing databases or accept standing requests for information which has not been created or retained at the time of the request.

Copies of 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 will be made available in the form in which they are maintained.

7. Fees

Fees associated with public records requests shall be established by the Authority's Miscellaneous Rates and Fees Schedule and shall be reasonably calculated to reimburse Sunrise for its actual costs of making records available in accordance with Oregon Public Records Law. ORS 192.440 (2), which authorizes a public body to "establish fees reasonably calculated to reimburse for its actual cost in making such records available."

There will be no charge for the first 30 minutes and 10 pages of records per requester per request. For public records requests in excess of the complimentary thirty (30) minutes or 10 pages, hourly charges and an estimate of total cost will be provided in the acknowledgement required under Section 2.B(1) of this policy. Affirmative acknowledgement of the estimate and prepayment of all costs in excess of $25 associated with production of the requested records is required in advance of production of the records. Any difference between the estimated cost and actual cost will be refunded to the requestor at the time the records are produced.

Requests for materials in an alternate format (large print, Braille, audio tape, etc.) to meet the needs of an individual with a disability will be fulfilled at the same cost as providing these materials in the original format, unless providing an alternate format would be extremely expensive or disruptive to the operations of Sunrise. Sunrise may consult with legal counsel prior to providing the copies requested in alternate formats.

If a records request is of a magnitude or nature that compliance would disrupt Sunrise's normal business operations, Sunrise may impose such additional charges as are necessary to reimburse Sunrise for the actual cost of producing the records.

10. Fee Waiver

Requests for fee waivers must be submitted in writing and specifically identify the asserted public interest justifying a waiver.
The Executive Director, may on occasion grant a whole or partial fee waiver, after considering any financial hardship to the agency, the extent of time required, expense and interference with the business of the public body, the volume of the records requested, the necessity to segregate exempt from non-exempt materials, and the extent to which an inspection of the records is insufficient for the public interest or for the particular needs of the requestor.

11. Questions concerning potential exemptions or procedural issues in responding to requests shall be directed to the Executive Director. If there are legal issues, the Executive Director will contact Legal Counsel for guidance.

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