Effective Date:04/18/2002 Revised Date: N/A

Revised Date: N/A Policy Name: Public Records Access
Reviewed Date: 03/21/2013 Policy Number: 7.4

## **PUBLIC RECORDS ACCESS**

<u>Relative Information:</u> The Public Records and Public Meetings Laws were enacted by the Oregon Legislature in 1973. These laws underscore the state's policy that the public is entitled to know how the public's business is conducted. Thus, the written record of the conduct of the public's business, with some important exceptions, is available to any citizen. The law requires the Attorney General to write rules and update them as necessary.

The laws, restrictions, and procedures adopted by the District also apply to District members, Board members, and law enforcement officers.

The law gives agencies the right, within certain parameters, to write specific policies and procedures for the administration of the public records law within their organizations. Procedures may be established that address the specificity and timing of requests, examination of records, fees, and forms.

Not all records and documents are public. The law provides very detailed descriptions of those records and documents that are exempt and/or conditionally exempt from public disclosure.

**Policy Statement:** It is the policy of the Board of Directors to comply with the Oregon Public Records laws and regulations and, unless expressly protected by statute, allow proper and reasonable opportunity for inspection, examination, and reproduction of District records.

It is the policy of the Board to establish fees reasonably calculated to reimburse the District for the actual cost of making such records available.