

CITY OF WINSTON

PUBLIC RECORDS INSPECTION OR REQUEST POLICY

Section 1. Making a Public Records Request or Request to Inspect Public Records

- A. A request for public records, or inspection of public records, that are in the custody of the City of Winston may be made by submitting a written request on the city's Public Records Request Form to:
 - a. Ann Munson, Municipal Accountant/Public Records Custodian or;
 - b. Mark D Bauer, City Manager/City Recorder
 - c. Michelle Converse / Court Clerk
 - d. Deborah Royal / Police Records Clerk
 - e. 201 NW Douglas Blvd., Winston, OR. 97496 or;
 - f. By email at ann.munson@cityofwinston.org and,
 - g. By email at mark.bauer@cityofwinston.org and,
 - h. By email at michelle.converse@cityofwinston.org and,
 - i. By email at records@winstonpd.com or,
 - j. The form can be found on the City of Winston's web site at www.winstoncity.org or can be picked up at City Hall, 201 NW Douglas Blvd.
- B. The request may be submitted in person, or by mail or e-mail and must include:
 - a. Name and address of the person requesting the public record; and
 - b. Telephone number or other contact information for the person or company representative requesting the public record; and
 - c. Sufficiently detailed description of the record(s) requested to allow the City of Winston to search for and identify responsive records.
- C. The request should:
 - a. Be dated.
 - b. Be signed by the person or company representative requesting the public record.

Section 2. Timeframe for Receiving or Inspecting Requested Records

- A. Upon the City of Winston's receipt of a completed Public Records Request Form the city's Public Records Request Officer will notify the requester in writing, either by email or letter, within five (5) business days that the city has received the request and that:
 - a. The request is complete and that the city will provide the requested records within a reasonable amount of time, to be determined based on the specific records requested; or
 - b. The request is not clear and additional information is requested and that once the city receives the additional information the city will provide the requested records within a reasonable amount of time based on the specific records requested; and
 - c. Whether or not the record request requires the compilation of city data into a public record and that it will complete the work and provide the record in a reasonable amount of time based on the specific records requested;
 - d. For records requested for inspection, the city will notify the requester, within a reasonable amount of time, where and at what time the public records will be available for inspection; and
 - e. The city will provide an estimate of the cost involved in providing the public record(s).
 - f. If the City of Winston estimates that responding to the public records request will exceed \$25.00 the City requires prepayment of estimated fees before taking further action on a request.

Section 3. Calculation of Fees for Responding to Public Records Request

- A. The City of Winston calculates fees for responding to public records requests in the following manner:
- a. Documents:
 - i. Individual Copies, black and white/color \$0.25/\$0.50
 - ii. Archival Copies, black and white/color \$0.50/\$0.75
 - iii. Meeting Audio CD \$15
 - iv. Police Reports \$10
 - v. Accident Reports \$12.50
 - b. Transmitted Documents:
 - i. Transmitted by Fax \$0.25/page
 - ii. Transmitted by email \$0.25/page
 - c. Electronic Documents:
 - i. CD \$15
 - ii. Thumb Drive \$15
 - d. Labor Charges including researching, locating, compiling, editing or otherwise processing information and records:
 - i. Staff Time, minimum 30 minutes \$45/hour
 - e. Actual cost for use of material and equipment for producing copies of nonstandard records.
 - f. The actual cost for delivery of records such as postage and courier fees.
 - g. Actual attorney fees charged to the City of Winston for the cost of time spent by the City Attorney in reviewing the public records, redacting material from the public records or segregating the public records into exempt and nonexempt records.

Section 4. Reduction or Free Copies

- A. Pursuant to ORS 192.440(5), the City of Winston may furnish copies of public records without charge or at a reduced fee if the City Manager, Records Custodian, Court Clerk or Police Records Clerk determines that the waiver of reduction of fees is in the public interest because making the record available primarily benefits the general public.

Date: April 17, 2017

Approved by Council Resolution Number: 17-776