



ROGUE VALLEY TRANSPORTATION DISTRICT PUBLIC RECORDS POLICY

Public Records Disclosure Information

Pursuant to ORS 192.420 (1), every person has a right to inspect any non-exempt record of Rogue Valley Transportation District ("RVT"). RVT recognizes and respects the public's right to public documents and the importance of maintaining orderly files to facilitate public access in an efficient and cost-effective manner.

Requesting Public Records

- **Specificity of Request:** In order to facilitate the public's access to records in RVT'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 RVT personnel to readily locate the records sought.
- **Access:** RVT shall permit inspection and examination of its non-exempt public records during regular business hours in RVT's Administration Office located at 3200 Crater Lake Ave., Medford, Oregon, Monday through Friday, 8:00 a.m. to 5:00 p.m., or such other locations as the General Manager may reasonably designate from time to time.

Copies of non-exempt public records maintained in machine readable or electronic format shall be furnished, if available, in the format requested. If not available in the format requested, such records shall be made available in the format in which they are maintained in accordance with ORS 192.440(2).

When a request is submitted in writing, RVT will respond within five (5) business days acknowledging the receipt of the request. RVT then has an additional ten (10) business days to fulfill the request or issue a written response estimating how long fulfillment will take. RVT 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. Other considerations that apply are:

- Complicated requests
- Large volume of requests
- Requests involving documents not readily available or if the necessary staff are unavailable to fulfill the request

Fees

In order to recover its costs for responding to public records requests, a fee schedule has been adopted by RVTD. Fees will be limited to no more than \$25.00 unless the requester is provided with a written notification of the estimated amount of the fee and the requester confirms that he/she wants the public body to proceed (fee schedule attached as Exhibit A).

Authorization Required for Removal of Original Records

At no time shall an original record of RVTD be removed from the District's files or the place at which the record is regularly maintained, except upon authorization of the Board of Directors or Manager of the District.

On-Site Review of Original Records

If a request to review original records is made, RVTD shall permit such a review provided that search fees are paid in advance in accordance with the Fees for Public Records section, above. A representative shall 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.

Unauthorized Alteration, Removal, or Destruction of Records

If any person attempts to alter, remove or destroy any District record, the District representative shall immediately terminate such person's review, and notify the attorney for the District.

Contact Information for Requesting Public Records

Physical and Mailing Address:

Rogue Valley Transportation District
3200 Crater Lake Avenue
Medford, OR 97504-9075

Public Records Officer:

Luanne Spencer, Administration Manager
Phone: (541)608-2401
Fax: (541) 773-2877
Email: lspencer@rvtd.org

General Manager:

Julie A. Brown
Phone: (541) 779-5821
Fax: (541) 773-2877
Email: jbrown@rvtd.org

Note: Public Records Policy, Public Records Fee Schedule and Public Records Request Form are available on RVTO's website at: www.rvtd.org.

EXHIBIT A

ROGUE VALLEY TRANSPORTATION DISTRICT PUBLIC RECORDS REQUEST - FEE SCHEDULE

Section 1- General

ORS 192.440(4) authorizes RVTB to establish fees associated with public records requests. Fees charged for the provision of requested public records shall be based on the actual costs to be incurred by RVTB for processing public records requests, including, but not limited to, staff time costs and costs associated with materials used in processing the requests.

Section 2 - Staff Time Charges

Staff time costs shall include, but are not limited to, employee time spent while locating, reviewing and copying records and supervising public inspection of records. Staff time costs shall be calculated at an hourly rate equivalent to the employee's salary plus benefits (computed at an hourly rate, 15-minute minimum) of each employee involved in processing the request.

Section 3 - Copy Charges

Costs for copies of public records shall be charged to the requestor as follows:

1. Standard Copies:
 - a. Black & White copies: \$.05 per page
 - b. Color copies: \$.12 per page
 - c. Oversized documents (larger than 11" x 17"): Actual cost
2. Tapes, DVDs, CDs:
 - a. CDs and DVDs: \$3.00 (plus staff time)
(If video must be reviewed for confidentiality, an additional research charge may be incurred for this review.)
 - b. Audio Tape: \$8.00 (plus staff time)
(If audio must be reviewed for confidentiality, an additional research charge may be incurred for this review.)
3. Miscellaneous:
 - a. Postage: Actual postage cost
 - b. Certifying copy of public record: \$5.00 •
 - c. Additional Charges: If a request is of such magnitude and nature that compliance would disrupt the RVTB's normal operation, RVTB may impose such additional charges as are necessary to reimburse the RVTB for its actual costs of producing the records.
 - d. Reduced Fee or Free Copies: Whenever it determines that furnishing copies of public records in its possession at a reduced fee or without costs would be in the public interest, the Board or the RVTB General Manager may so authorize per ORS 192.440(4).

Section 4 - Attorney Fees

RVTB may charge for attorney fees for the cost of time spent by an attorney in reviewing the public records, redacting material for the public records, or segregating the public records into exempt and nonexempt records.