EXHIBIT A

Corvallis Rural Fire Protection District
Public Records Policy

1. **Obligation of District.** The Corvallis Rural Fire Protection District ("District") shall fully comply with the Oregon Public Records Law, ORS 192.311-192.431 and this Policy.

   Upon receipt of a written request submitted pursuant to Section 2 of this Policy, the District shall provide, as appropriate:

   A. A copy of the public record if the record is of a nature permitting copying; or

   B. A reasonable opportunity to inspect or copy the public record.

2. **Written Request.** Requests to inspect or copy public records shall be submitted in writing. Requests shall specify the record(s) requested with particularity, furnishing the dates, subject matter and such other detail necessary to enable District personnel to readily locate the records sought. The District may request additional information or clarification from the requester for the purpose of expediting its response to the request.

   To facilitate this process, a public records request form is available on the District's website and at the office. An alternate form may be used provided all the required information is included.

   Requests must be presented in person, by mail, or by email to:

   CRFPD.Information@Corvallisrfpd.com

3. **Written Acknowledgement**. Upon receipt of a written request to inspect or receive a copy of a public record as provided in this policy, the District shall **within five (5) business days** after receiving the request acknowledge receipt of the request or complete its response to the request. The acknowledgement must address the following, as applicable:

   (a) Confirm that the District is the custodian of the requested record;

   (b) Inform the requester that the District is not the custodian of the requested record; or

   (c) Notify the requester that the District is uncertain whether it is the custodian of the requested record.

4. **Written Response; Response Time.** As soon as reasonably possible **but not later than ten (10) business days after acknowledging receipt of the request** under Section 3, the District will:

   (a) Complete its response to the public records request; or

   (b) Provide a written statement that the District is still processing the request and a reasonable

estimated date by which it expects to complete its response based on the information currently available.

The time periods in this Section 4 do not apply if compliance would be impracticable because:

(a) The staff or volunteers necessary to complete the response are unavailable due to scheduling or leave;

(b) Compliance would demonstrably impede the District's ability to perform other necessary services; or

(c) Of the volume of public records requests being simultaneously processed by the District.

Suspension of Response Time. The time for responding to the request may be extended while the District waits for additional clarification from the requester.

If the District has informed a requester of a fee permitted under Section 6 of this policy, the time period for the District to respond to the records request is suspended until the requester has paid the fee or the fee has been waived by the District or otherwise ordered waived.

5. **Inspection of Records.** The District permits inspection and examination of its non-exempt public records during regular business hours in the District's offices, or such other locations as the District may reasonably designate from time to time. During on-site review, a staff person will be present to ensure the integrity of the records.

   If copies of records are requested, the District will provide a copy of the record in the form requested, if available. If the record is not available in the form requested, the District will make the record available in the form in which it is maintained.

6. **Fees; Fee Schedule; Waiver.** The District may establish fees reasonably calculated to reimburse it for its actual cost of making public records available, including costs for summarizing, compiling or tailoring the public records, either in organization or media, to meet the request.

   The District may include in the fee the cost of time spent by an attorney for the District to review the requested public records, redact material, or segregate the records into exempt and nonexempt records. If fees are not timely received, the District may close the request as provided in Section 7.

   Fee Schedule. A schedule of fees is attached to this policy as Attachment 1. The Board may amend the fee schedule from time to time.

   Advance Payment. The District may require fees to be paid in advance before beginning to comply with a request for records. If a response is estimated to cost $25 or more, the District must provide the requester with a written notification of the estimated amount and obtain confirmation that the requester wants to proceed with the request. If the actual amount paid exceeds the actual cost of responding to the request, the difference will be refunded to the requester.

Waiver. The custodian of a public record may furnish copies without charge or at a substantially reduced fee if the custodian determines that the waiver or reduction of fees is in the public interest because making the record available primarily benefits the general public. Anyone requesting a reduction or waiver of fees may complete and return the Fee Waiver Request Form in Attachment 2 to this Policy. In determining whether to waive fees under this Policy, the District public records custodian shall complete and follow the process set forth in the form attached hereto as Attachment 3.

A requester who believes that there has been an unreasonable denial of a fee waiver or fee reduction may petition the Attorney General or the county's district attorney in the same manner as a requester who petitions when inspection of a public record is denied under ORS 192.311 to 192.478. The Attorney General, the district attorney and the court have the same District in instances when a fee waiver or reduction is denied as when inspection of a public record is denied.

7. **Closing of Request.** The District's response to a public records request is complete when the District:

   (a) Provides access to or copies of all requested records within its possession or custody that are not exempt from public disclosure, or explains where the records are already publicly available;

   (b) Asserts any exemptions from disclosure that the District believes apply, identifying the state or federal law relied on in asserting the exemptions;

   (c) If the District is not the custodian of the requested records, has so notified the requester in writing;

   (d) To the extent state or federal law prohibits the District from acknowledging whether a requested record exists or that acknowledging whether a requested record exists would result in the loss of federal benefits or imposition of another sanction, provides a written statement to that effect citing the applicable law, unless the written statement itself would violate state or federal law;

   (e) If the District claims that some or all of the requested records are exempt from public disclosure, notifies the requester that they may seek review of the District's determination pursuant to ORS 192.401, 192.411, 192.415, 192.418, 192.422, 192.427 and 192.431; or

   (f) Fails to receive a fee for requested records within sixty (60) days of the date on which the District informed the requester of the fee or denied a request for a fee waiver.

8. **Unauthorized Alteration. Removal, or Destruction of Records,** If during a public records review any person attempts to alter, remove or destroy any District record, the District representative shall immediately terminate the review and, if indicated, notify law enforcement.

ATTACHMENT 1

PUBLIC RECORDS FEE SCHEDULE

A. If the response process requires more than fifteen (15) minutes of staff or contractor time to locate and copy the record(s), the District will charge for staff time at the employee's or contractor's regular hourly rate of pay.

B. Attorney time to review the requested public records, redact material, or segregate the records into exempt and nonexempt records will be charged at the attorney's regular hourly rate.

C. The District will charge fifteen cents ($.15) per page for black-and-white, fifty cents ($.50) for color, for letter-size, printed copies. For copies of sound recordings, maps and other unusual formats, the charge will be the amount necessary to reimburse the District for the actual costs incurred, including staff time to locate and copy the record(s).

D. If a request is of such magnitude and nature that compliance would disrupt the District's normal operation, the District may impose such additional charges as are necessary to reimburse for its actual costs of producing the records.