



Request to Inspect Hood River County Transportation District Nonexempt Public Records;¹ Processing Procedures and Fee Schedule

Note: Any request submitted to the Hood River County Transportation District using this form is itself a public record subject to disclosure under the public records laws.

I. Records Request Required Information

A request for public records that are in the custody of the Hood River County Transportation District (The "District") may be made by filling out Section 1 and emailing a signed copy to the District at: info@catransit.org (preferred method) or mailing it to PO Box 1147, Hood River, OR 97031, ATTN: Public Records Officer.

Requests shall **ONLY** be sent to the above-stated address. **To prevent excess administrative time in responding to requests, any request that is courtesy copied to multiple parties will be deemed to be improperly submitted and may not receive a response.**

Name of Individual/Department: _____

Title or Position: _____

Date of Request: _____

Contact Information of Person making the request:

Name: _____

Address: _____

Phone: _____ Fax: _____

E-mail Address: _____

I hereby request the following: _____

By my signature below, I acknowledge that I have read and agree to the processing procedures and fee schedule as set forth herein:

Signature: _____ Print: _____

¹ Initially capitalized terms used herein shall have the meaning ascribed to them in Oregon's Public Records Laws found in ORS Chapter 192.

II. The Hood River County Transportation District Records Request Processing Procedures

The District will provide a written response to qualifying requests for public records as soon as practicable and without unreasonable delay. The District will also provide the public with a reasonable opportunity to inspect records at its offices during usual business hours, and reserves the right to require an employee to supervise while inspection occurs.

III. The Hood River County Transportation District Records Request Fee Schedule

Pursuant to this records request form and procedure approved by the District, the District charges an administrative fee to cover the cost of research, supervision, inspection, production, reproduction, and redaction, if necessary, of District records for distribution to members of the public. Fees may be due in advance or at the time of receipt of materials or service.

The District calculates fees for responding to public records requests in the following manner:

Photocopies:

8-1/2 x 11	Single Sided	\$ 0.25 per page
	Double Sided	\$ 0.30 per page
	Color	\$ 0.75 per page
11 x 17	Single Sided	\$ 0.30 per page
	Double Sided	\$ 0.45 per page
	Color	\$ 1.00 per page

Certified Copies:

\$10.00 each

Faxes:

Sending/Receiving

\$ 1.00 per page

Audio Recordings / Records on CD Rom:

\$15.00 each

Hourly Rates for Employee Time: These charges include researching, locating, compiling, editing, redacting or otherwise processing information and records:

District Staff	\$35.00 per hour
District Director	\$60.00 per hour

Cost for Delivery of Records: Actual costs incurred such as postage and courier fees.

Attorney Fees Charges: Actual attorney fees charged to the District for the cost of time spent by an attorney in reviewing the public records, redacting material from public records, or segregating the public records into exempt and nonexempt records.

The District may require prepayment of estimated fees before taking further action on a request. If fees are estimated to exceed \$25.00, the District will provide an estimate of fees to the requestor and will proceed with the records request **ONLY** upon receipt of written authorization to proceed.