



CHEHALEM PARK AND RECREATION DISTRICT PUBLIC RECORDS REQUESTS

HOW THE PROCESS WORKS

- 1) Person A submits a record request to CPRD.
- 2) CPRD receives the record request and contacts appropriate department staff to determine how long it will take to fulfill the request and identifies any documents that would be needed.
- 3) CPRD responds to Person A with a cost estimate for fulfilling the request.
- 4) Person A pays the invoice.
- 5) CPRD fulfills the request and sends the results to Person A. Further cost may be incurred while the request is fulfilled.

WHEN WILL I GET A RESPONSE?

WITHIN 5 DAYS

CPRD will respond with acknowledgement of receipt of request and provide Person A with a timeline of when CPRD will be able to fulfill the request.

WITHIN 10 DAYS

CPRD will either complete fulfillment of the request or will provide a written statement with an updated estimate of when the request can be fulfilled.

WHY IS IT TAKING LONGER THAN 10 DAYS?

Potential delays may be caused by unavailability of staff members, fulfilling the request would impede CPRD's ability to perform services, or CPRD is currently processing a high volume of requests.

HOW MUCH WILL MY REQUEST COST TO COMPLETE?

Fees: If research and processing time may require more than one-half hour of staff time, the estimated time will be billed at that staff's level at a minimum of one hour, and copies will be billed at 25 cents per single-sided page. Payment must be made in advance in order for fulfillment of the request to proceed. If the actual total time exceeds the estimate, then a second invoice will be issued for the remainder. CPRD will review the request and calculate an estimate based on the information available.

*from \$30 to \$50 per hour.

HOW TO SUBMIT A PUBLIC RECORDS REQUEST

Download and complete the CPRD Public Records Request Form that is available on the CPRD website (See *How Do I? Request a Public Records Request*). Submit this form either in person or by mail to CPRD Administration Building, ATTN: Public Information Office, 125 S. Elliott Rd., Newberg, OR 97132; or by email to recordsrequest@cprdnewberg.org.

About Oregon's Public Records Request Law (ORS Chapter 192)

Under Oregon's Public Records Law (ORS Chapter 192), "every person" has a right to inspect any nonexempt public record of a public body in Oregon. Oregon defines a public record as any writing with information about the conduct of public business that is prepared, owned, used, or retained by a public body, including every state officer, agency, department, bureau, board, and commission, and every county and city governing body, school district, special district, municipal corporation, or any board, department, commission, council, or agency thereof.¹ Writing is further defined as "handwriting, typewriting, printing, photographing and every means of recording, including letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, files, facsimiles or electronic recordings."²

1 ORS 192.311 (2021).

2 ORS 192.311(7) (2021).