

# TUMALO IRRIGATION DISTRICT

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## A. RECORDS INSPECTION AND COPYING - PROCEDURES AND FEES

The public is allowed to inspect and copy the nonexempt public records of the District so long as the person making the request reimburses Tumalo Irrigation District for the actual cost in making such records available.

Included in this actual cost of making such records available is a charge for the time spent by staff in locating the requested records and in supervising a person's inspection of original documents in order to protect the records, or copying records.

The District has determined that requests for inspection and copying fall into two classes: routine and non-routine. Routine requests require minimal staff time to locate and copy the record (generally five minutes or less). All other requests are non-routine requests.

### Fee Schedule - Routine Requests

Copies - see list of fees

Audio recordings of board meetings – see list of fees

### Rules and Fee Schedule – Non-routine Requests

1. All non-routine requests for inspection and/or copying of records shall be in writing and must specify the records(s) which the person wishes to inspect. If the person does not know the exact record or the form of the records, the person shall specify the information that person is attempting to locate.

2. Within a reasonable timeframe, a district representative will prepare a written estimate of the cost of providing the public information requested. The estimated charges will reflect the reasonably calculated fee to reimburse the district for the actual cost of making public records available pursuant to ORS 192.444(4)(a). Once the requestor confirms that the requester wants the district to proceed with making the public records available, the district will process the records request.

3. No person has the right to rummage through the District vault, file cabinets, or file folders.

4. The Manager shall take such steps to preserve the integrity of the District records and as necessary for the protection of the records, including, but not limited to, supervision by District staff of the examination of original documents.

5. The person making the non-routine request will pay the following fees:

(a) For time spent by District Staff locating the records, reviewing the records in order to delete any exempt material, supervising a person's inspection of original documents in order to protect the records, or copying records.

see list of fees

(b) Copying costs if the person is being charged a fee for the time in coping.  
see list of fees

6. In addition, the District Manager will require prepayment of the estimated charges before acting on the request. If actual charges are less than the prepayment, any excess will be refunded promptly.

7. The District Manager may delay responding to a request in order to consult with legal counsel as the Manager believes necessary.