


SUNSET EMPIRE TRANSPORTATION DISTRICT BOARD OF COMMISSIONERS PUBLIC RECORDS	Policy #	Effective Date:
	B-810	<i>October 25, 2012</i>
	Signature	Date of Last Review
		

POLICY:

1. The District shall comply fully with Oregon Public Records Law (ORS 192.410 with 192.505)
2. The BOC will approve a fee schedule which will set fees for:
 - a. Copies of public records,
 - b. Certified copies,
 - c. Copies of sound recordings
 - d. Copies of maps and other nonstandard documents,
 - e. Research,
 - f. Additional charges
3. Reduced fee or free copies may be authorized by the BOC or the Executive Director if it is determined to be in the public's best interest.
4. The fee schedule is available upon request.
5. At no time shall an original record of the District be removed from the District's premises except upon authorization by the BOC.
6. On site review of original records can be made if designated fees are paid in advance and a District representative is present. Charges for such a representative's time will be the same as "research" above.
7. Any person attempting to alter, remove or destroy District records shall have their review immediately suspended. The District's attorney shall be immediately notified of the action which has occurred.