

## Josephine County Rural Fire Protection District

### Public Records Request Policy

Policy Number: 2025-003

Adopted: 7/28/2025

Supersedes: N/A

#### **1. Purpose**

This policy is adopted to ensure compliance with Oregon Public Records Law (ORS 192.001 to 192.478) and to provide members of the public with clear guidelines for requesting access to public records maintained by the Josephine County Rural Fire Protection District (“the District”).

#### **2. Records Custodian**

The Fire Chief or their designee is the designated Public Records Custodian for the District. The Custodian is responsible for managing and responding to public records requests.

#### **3. Submitting a Request**

Requests must be submitted in writing and should include:

- Name and contact information of the requester
- A detailed description of the records requested
- Preferred format for receiving records (electronic or paper)

#### **4. Acknowledgement and Response Time**

The District will acknowledge receipt of the request within five (5) business days as required by ORS 192.324. A full response or an estimated completion date will be provided as soon as practicable, but no later than fifteen (15) business days, unless otherwise permitted by law.

#### **5. Fees and Charges**

The District may charge fees to recover the actual cost of making records available, including:

- Staff time required to locate, review, and redact records

- Photocopying or printing costs
- Postage or delivery charges
- Electronic media (e.g., USB drives)

Current fees will be posted publicly and a cost estimate will be provided before fulfilling the request. The District may require payment in advance.

## **6. Fee Waivers or Reductions**

The District may waive or reduce fees if the request is determined to be in the public interest, as defined in ORS 192.324(5).

## **7. Confidential and Exempt Records**

Some records may be exempt from disclosure under Oregon law. If records are partially exempt, non-exempt portions will be provided with appropriate redactions and an explanation.

## **8. Appeals**

If a request is denied, the requester may petition the Josephine County District Attorney for review under ORS 192.407.

## **9. Record Retention**

All District records will be retained and disposed of in accordance with the Oregon State Archives Records Retention Schedule.

## **10. Review and Amendments**

This policy shall be reviewed every two (2) years or as needed to ensure continued compliance with Oregon law.

Adopted by the Board of Directors  
Josephine County Rural Fire Protection District  
Date: \_\_\_\_\_

President: \_\_\_\_\_

Vice President: \_\_\_\_\_

Secretary/Treasurer: \_\_\_\_\_

Director: \_\_\_\_\_

Director: \_\_\_\_\_