

PORT OF ARLINGTON

100 Island Park Way, PO Box 279
Arlington, OR 97812
Telephone: (541) 454-2868
E-mail: info@portofarlington.com

Request to Inspect Port of Arlington Nonexempt Public Records;¹ Processing Procedures and Fee Schedule

Note: Any request submitted to the Port of Arlington 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 Port of Arlington (The "Port") may be made by filling out Section 1 and emailing a signed copy to the Port of Arlington: info@portofarlington.com (preferred method) or mailing it to PO Box 279, Arlington, OR 97812, ATTN: Kelly Margheim, Administrative Assistant.

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: _____

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 Port of Arlington Records Request Processing Procedures

The Port will provide a written response to qualifying requests for public records “as soon as practicable and without unreasonable delay.” The Port will thereafter 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 Port of Arlington Records Request Fee Schedule

Pursuant to a records request policy approved by the Port of Arlington Board of Directors, the Port charges an administrative fee to cover the cost of research, supervision, inspection, production, reproduction, and redaction, if necessary, of Port records for distribution to members of the public. Fees are due in advance or at the time of receipt of materials or service.

The Port of Arlington 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: \$15.00 each

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

Port Staff	\$35.00 per hour
Port Administrator	\$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 Port 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 Port may require prepayment of estimated fees before taking further action on a request. If fees are estimated to exceed \$25.00, the Port will provide an estimate of fees to the requestor and will proceed with the records request **ONLY** upon receipt of written authorization to proceed.