

Raleigh Water District Procedure for Public Records Request

Making a Public Records Request

A request for public records that are in the custody of Raleigh Water District may be made by submitting a written request to:

Raleigh Water District
District Manager
5010 SW Scholls Ferry Road
Portland OR 97225

Tel. 503-292-4894
Fax. 503-292-6837

The request may be submitted in person, by mail, or by fax.

The request must include the following:

- Name and address of person requesting the public record
- Include telephone number or other contact information for the person requesting the public record; and
- Include a sufficiently detailed description of the record(s) requested to allow the Raleigh Water District to search for and identify responsive records.

The request should:

- Be dated
- Be signed by the person requesting the public record.

Also available is a public records request form.

The district will provide a response acknowledging receipt of the request as soon as practicable and without unreasonable delay.

Raleigh Water District Public Record Request

Date: _____
Name: _____
Address: _____

Phone: _____
Fax: _____
Email: _____

Information Requested:

Signed: _____

The district will provide a response acknowledging receipt of the request as soon as practicable and without unreasonable delay.

Fees and charges are listed on reverse side

Fee Schedule and Policies

<u>Activity</u>	<u>Rate</u>
Copies	
Single sided	\$0.10 per page
Double-sided	\$0.15 per page
11 x 17	\$0.20 per page
Non-Standard	Actual cost
Certified Copies	\$3.75 each
Audio Tapes*	\$5.00 each
CD*	\$5.00 each
* Not all records are available in this media	

Delivery Options	
US Postal Service	Actual cost
Courier	Actual cost
Pickup	Free

Research:

Staff charges depend upon which staff person performs the work, which in turn depends upon the expertise required. Staff time includes, researching, locating, compiling, editing or otherwise processing information and records.

No charge for the first 15 minutes of staff time.

Beginning with the 16 minute, the charge per total request is a minimum of \$52.00 per hour or \$13.00 per quarter-hour. A prorated fee is not available for less than a quarter-hour.

Actual attorney fees charged to the Raleigh Water District for the cost of time spent by an attorney in reviewing the public records, redacting material from the public records or segregating the public records into exempt and nonexempt records.