



Public Records Request Instructions and Fee Schedule

- 1. Inspection Fees and Research Fees:** Records may be inspected in person only in the presence of a staff member. Fees may be charged for time spent by staff supervising the inspection of public records, and for staff time spent researching requests in order to respond. "Research" includes locating, collating, and copying public records, including electronic records. Inspection of documents shall occur during normal business hours (Monday-Friday, 8am-5pm.)
- 2. Written Notification:** Requests must be submitted in writing using the District's public records request form to Lebanon Aquatic District, 1800 S. 5th street, Lebanon, OR 97355, or by email to lebanoncommunitypool@gmail.com If the estimated amount of fees required to complete the request exceeds \$25, the District will provide the estimate in writing and the requester must confirm in writing that the District may proceed with the request. Prepayment in full is required. If the actual time and costs are less than estimated, the excess money shall be refunded to the requester. If the actual cost and time are more than estimated, the difference must be paid at the time the records are produced.
- 3. Additional Charges:** If a request is of such magnitude and nature that compliance would disrupt the District's normal operation, the District may impose such additional charges as necessary to reimburse the District for its actual costs of producing the records, including but not limited to excessive postage fees. The District is not required to mail documents to the requester but may do so provided the requester pays the cost of postage in advance.
- 4. Personal Electronic Sources Used for Copies of Public Records:** USB Flash drives presented by the public are prohibited. The District will provide a USB flash drive upon request for the fee amount provided below.
- 5. Copies of Maps, Nonstandard Documents, and Records in Storage:** If the record requested is large, nonstandard in size, or is stored off-site, fees will be charged in accordance with the actual costs incurred to reproduce them.

FEE SCHEDULE:

Inspection and research: Up to 30 minutes: No charge
After 30 minutes: \$15.00 for each 15-minute block of time

Photocopying:

- 8.5" x 11" black & white = \$0.25 per page (\$0.50 for duplexed)
- 8.5" x 11" color = \$0.25 per page (\$0.50 for duplexed)
- 11" x 17" black & white = \$0.50 per page (\$1.00 for duplexed)
- 11" x 17" color = \$1.00 per page (\$2.00 for duplexed)
- Maps and nonstandard = Actual cost of reproduction
- Storage retrieval fee for off-site records = \$15.00

USB flash drive: \$5.00

Postage: Applicable postage or shipping rates



LEBANON COMMUNITY POOL
LEBANON AQUATIC DISTRICT

Public Records Request

Submit this completed request to LAD by mail to 1800 S. 5th Street, Lebanon, OR 97355, or by email to lebanoncommunitypool@gmail.com

Please complete each field in the form below. You will receive an email receipt by email when your request is received.

Requester Name: _____ **Date of Request:** _____

Organization Name (if applicable): _____

Mailing Address: _____

City *State* *ZIP Code*

Phone: _____ **Email** _____

Provide a detailed description of the documents you are requesting. Attach additional page(s) if necessary:

I request that the documents be provided in the following format:

- I wish to arrange an opportunity to personally inspect the requested record(s)
- I wish to receive a hard (paper) copy of the requested records.
- I would like to have these records provided to me in an electronic format at the email address provided.

Signature: _____ **Date:** _____

Your signature indicates that you understand that LAD will respond to your request by email as soon as practicable. You understand that there may be costs related to this request based on the Fee Schedule adopted by the LAD Board of Directors, and that fees may be required to be paid in advance in order to complete your request.