



Office of Public Records Standard Operating Procedures

1.0 Fees

The Office of Public Records (the Office) typically charges actual costs to respond to requests, unless the request falls under one of the exemptions listed below, as determined by the University's Public Records Officer in conjunction with University Administration.

1.1 Public Interest

A determination may be made that reducing or waiving fees is in the public interest. In instances where the public interest is not immediately clear, the Office will use the three part test as outlined in the Oregon Attorney General's Public Records and Meeting Manual¹.

1.2 Institutionalized Media

If a request is made by a member of the institutionalized media, the Office has a practice of granting a 20% fee waiver, in acknowledgement of the inherent public interest in the work of institutionalized media.

1.3 Simple Requests

The Office generally waives fees for fulfilling non-commercial, simple requests that clearly require less than one hour of university staff time. Because even straightforward requests incur administrative and institutional costs, typically no more than two fee waivers for such requests will be granted to any individual requestor within a calendar month.

1.4 Identical/Mirrored Requests

In instances where multiple requestors make identical requests, or mirror requests made by others, the Office has a practice of charging each requestor the actual cost to respond to the request. If multiple payments are then received for the request, the Office refunds each requestor a proportionate amount of the fee.

2.0 Notification

In instances where records between the University and a third party are requested, the Office makes every effort to contact the contracting or responding party and, as appropriate, request their assistance in identifying information in the record that may be exempt from disclosure under the Oregon Public Records Law, ORS 192.410 to 192.505.

3.0 Pending Requests

¹ *Attorney General's Public Records and Meetings Manual* (November 2014 ed.). (2014). Salem, OR: Publications Section Department of Justice.

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If a request is deemed to be on hold because the Office is waiting for a response from a requestor for more than 90 days, the Office considers the request to be closed and will remove it from the active requests. Should a requestor choose to pursue a request 90 days after the last date of contact, the Office will consider the request to be a new request and proceed accordingly.