

Commission on Statewide Law Enforcement Standards of Conduct and Discipline

Chapter 265

Division 1

265-001-0003

Public Records Requests

- (1) A request to inspect or obtain copies of a public record or information from public records shall be made in writing and must include the following information:
 - a. Name, address, email address, and telephone number of the requester; and
 - b. A specific description of the records requested and time period records were produced.
- (2) The Commission will charge fees pursuant to ORS 192.324 and the Oregon Department of Administrative Services Standardized Public Records Requests Fees and Charges Statewide Policy 107-001-030 and ensure that all charges reflect no more than the actual cost to the Commission of producing and processing the public records request. This includes fees for:
 - a. Staff time necessary to identify, locate, summarize or compile the record as requested;
 - b. Attorney fees and staff time associated with the screening of materials or redacting information that is exempt from disclosures;
 - c. Supervision of on-site inspection of the public record by the requester;
 - d. Customary fee per page or other media for reproduction, handling and assembling of copies to be provided; and
 - e. Postage or similar expenses and special supplies or services necessary to furnish the records.
- (3) The requester must pay all fees for access of a public record in advance.