

	Department of Public Safety Standards and Training PROCEDURE	Procedure No.: 129.1
		Effective Date: 1/5/2024
SUBJECT: Submitting a Public Records Request		Supersedes: 3/12/2020
SIGNATURE: Signature on File Phil Castle, Director		Division(s): All

APPLICABILITY:

All Department of Public Safety Standards and Training (DPSST) employees, contractors, volunteers, and any person or entity submitting a records request to DPSST.

PURPOSE:

To establish a procedure for public use, identifying to whom and where public records requests may be sent; and the fee schedule for responding to requests for public records.

AUTHORITY:

Director

REFERENCES:

- [ORS 192](#) Records; Reports and Meetings
- [OAR 259-025-0000](#) Public Records Requests
- [DAS Policy 107.001.030](#) Public Records Requests Fees and Charges

PROCEDURE:

Public records requests must be made in writing and must include the requestor's name and current contact information. The request must also identify the records being requested and the preferred format. The written request may be submitted through one of the following points of contact:

Online:	https://oregondpsst.govqa.us/WEBAPP/_rs/
By Email:	dpsst.records@dpsst.oregon.gov
By Fax:	503-378-4600
In Person or by Mail:	The Department of Public Safety Standards and Training Attention: Public Records Request 4190 Aumsville Hwy SE

The written request must include the requestor’s name with current contact information such as an email address, a physical address, and a telephone number.

The written request must identify the record requested. When possible, include descriptive details such as the name or title of the record; the subject matter of the record; the person or group that produced the record; the period the record was produced; or any other identifying information.

The written request must identify record format preferences when applicable. For example, the number of copies needed, if copies are requested; if certified copies are necessary; and the preferred format in which the record is requested.

DPSST may charge fees for staff time, copies, media, postage, and miscellaneous costs related to providing access to, or copies of, requested public records. DPSST uses the Statewide Standardized Fee Schedule according to DAS Policy 107-001-030.

DPSST may require payment of fees before the release of the requested public record. Payments for public records fees must be made by credit or debit card, check, or money order and made payable to the Department of Public Safety Standards and Training.

Fee Schedule Effective 2-15-2017:

Staff time Fees for staff time required to fulfill a Public Records Request.	\$25/hour for Clerical \$40/hour for Managerial \$75/hour for Professional DOJ, special attorney, and other applicable legal fees
Production of Responsive Records Fees generated by providing paper or electronic copies to requesters.	Copies: Based on current state printing and distribution price list. Media: Based on a statewide price agreement with a vendor. Postage: Based on current postal rates.
Additional Cost Considerations Miscellaneous fees related to the production and release of responsive records.	Including, but not limited to: <ul style="list-style-type: none"> • Expedited Archive retrieval • Costs of software companies/contracts • 3rd party costs

Whenever possible, DPSST will respond to a public records request within five business days of receipt of the request. The request will not be considered received if the designated staff member for processing a public records request is on leave or not scheduled to work.

- Response means acknowledgment of receipt of the request that includes:
 - Completion of the records request.
 - Confirmation that DPSST is the custodian of the record.
 - Notice that DPSST is not the custodian of the record.
 - Notice that DPSST must conduct more research to determine if DPSST is the custodian of the record.

Whenever possible, DPSST will complete a public records request within fifteen business days of receipt of the request. If DPSST is unable to complete the records request within fifteen business days, DPSST will inform the requestor that the records request is still being processed and provide an estimated date for the completion of the records request.

The fifteen business days do not include any period following DPSST's notification and requirement of a fee charged for the completion of the public records request or DPSST's request for additional information or clarification of the records request.

Completion of a records request occurs when DPSST has:

- Provided the non-exempt records or the requestor has been directed to where the records are already publicly available.
- Asserted records statutory exemptions.

DPSST will close a public records request without completion of the records request under the following conditions:

- 60 days have lapsed since DPSST requested additional information or clarification from the requestor and the requestor has not responded to DPSST's request.
- 60 days have lapsed since DPSST provided the requestor with notice of fees required for completion of the public records and the requestor has not paid the fees.
- 60 days have lapsed since the requestor was informed of the denial of a fee waiver and the requestor has not paid the fees.

DPSST may close a public records request after notifying the requestor that DPSST is unable to complete the records request after the requestor affirmatively declines to provide additional information or clarification requested by DPSST, to process the records request.