

	<b>Department of Public Safety Standards and Training PROCEDURE</b>	<b>Procedure No.:</b> 129a
		<b>Effective Date:</b> 3/12/20
<b>SUBJECT:</b>	Public Records Requests	<b>Supersedes:</b> 11/9/2018
<b>SIGNATURE:</b>	Signature on File      Eriks Gabliks Director	<b>Division(s):</b> All

**APPLICABILITY:**

Any person or entity submitting a records request to the Department of Public Safety Standards and Training.

**PURPOSE:**

To establish a procedure for public use identifying to whom and where public records requests may be sent, with addresses; and the amounts of and the manner of calculating fees that the Department charges for responding to requests for public records.

**AUTHORITY:**

ORS 192.324

**REFERENCES:**

ORS Chapter 192

OAR 259-025-0000

Department of Administrative Services (DAS) Statewide Policy # 107-001-030 for Public Records Requests Fees and Charges, including the Statewide Standardized Fee Schedule

**DEFINITIONS:**

“DPSST” or “the Department” means the Department of Public Safety Standards and Training.

**PROCEDURE:**

Public records requests must be submitted in writing.

The written request may be submitted through one of the following points of contact:

By Email:	<a href="mailto:dpsst.records@state.or.us">dpsst.records@state.or.us</a>
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 Salem, Oregon 97317

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 of time 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 pursuant to DAS Policy 107-01-160.

DPSST may require payment of fees prior to 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:**

<b>Staff time</b> 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
<b>Production of Responsive Records</b> Fees generated by providing paper or electronic copies to requesters.	Copies: Based on current state printing and distribution price list. Media: Based on statewide price-agreement with Office Depot. Postage: Based on current postal rates.
<b>Additional Cost Considerations</b> Miscellaneous fees related to production and release of responsive records.	Including, but not limited to: <ul style="list-style-type: none"><li>• Expedited Archive retrieval</li><li>• Costs of software companies/contracts</li><li>• 3rd party costs</li></ul>