

# Oregon Public Records Transparency Survey 2025

The Public Records Advisory Council (PRAC) is surveying the practices and procedures of state and local public bodies for:

1. Receiving public records requests, identifying the existence of records responsive to the requests and gathering and disclosing responsive records;
2. Determining fee estimates and imposing or waiving fees under ORS 192.324; and
3. Determining and applying exemptions from required disclosure of public records.

This survey should take approximately 25–35 minutes to complete. The PRAC appreciates your participation pursuant to ORS 192.481(10). Please complete your responses by **[insert deadline]**.

You may contact Todd Albert, Public Records Advocate, with any questions or concerns regarding the survey at [todd.albert@pra.oregon.gov](mailto:todd.albert@pra.oregon.gov) or 503.871.9036.

## SECTION 1: General Information

1. Agency name

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2. Public Body Type

*Mark only one oval.*

- ☐ State agency
- ☐ County
- ☐ City
- ☐ School District
- ☐ Special District
- ☐ Higher Ed/University
- ☐ Other: \_\_\_\_\_

3. Approximate number of FTEs:

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4. Approximate population served:

*Mark only one oval.*

- ☐ Less than 1,000
- ☐ Between 1,000 and 10,000
- ☐ Between 10,000 and 50,000
- ☐ Between 50,000 and 100,000
- ☐ Between 100,000 and 500,000
- ☐ More than 500,000
- ☐ The entire state

5. Name of respondent (your name)

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6. Title/Role

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7. Email address

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8. Does your agency have a designated records officer under ORS 192.324?

*Mark only one oval.*

- ☐ Yes
- ☐ No
- ☐ In progress

9. Email address of public records officer

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## SECTION 2: Request Volume & Timeliness

10. How many public records requests did your agency receive in calendar year 2024?

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11. How many requests were denied in full?

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12. How many requests were denied in part?

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13. Of those 2024 requests, how many were acknowledged or completed within 5 business days ("Completed" has the same definition in [ORS 192.329\(2\)](#) -- generally, providing records or denying the request in whole or in part.)

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14. Of those that were not acknowledged within 5 business days, what were the top three reasons? (CHOOSE THREE MAX)

*Check all that apply.*

- ☐ N/A -- all requests were acknowledged within 5 business days
- ☐ The staff or volunteers necessary to complete a response to the public records request were unavailable
- ☐ Compliance would have demonstrably impeded the public body's ability to perform other necessary services
- ☐ Due to the volume of public records requests being simultaneously processed by the public body.
- ☐ Requester did not provide necessary information needed to acknowledge the request.
- ☐ There was internal or political pressure not to acknowledge the request.
- ☐ Other: \_\_\_\_\_

15. How many requests were completed within 15 business days of the date the request was received?

\_\_\_\_\_

16. How many requests took longer than 15 business days to complete?

\_\_\_\_\_

17. In 2024, what was the average number of business days it took to complete a request?

\_\_\_\_\_

18. What were your three most common reasons that non-exempt records were not provided within 15 business days of receipt of the request? (CHOOSE THREE MAX)

*Check all that apply.*

- ☐ Requester did not provide necessary information needed to complete the request.
- ☐ The requester did not agree to payment or payment was not received.
- ☐ The staff or volunteers necessary to complete a response to the public records request were unavailable
- ☐ Due to the volume of public records requests being simultaneously processed by the public body.
- ☐ Compliance would have demonstrably impeded the public body's ability to perform other necessary services
- ☐ The request required lengthy legal review.
- ☐ There was internal or political pressure not to release the record.
- ☐ The requester asked for a public interest fee exception which required delay for review
- ☐ N/A -- all requests were completed within 15 business days
- ☐ Other: \_\_\_\_\_

19. How many requests required redaction of records before disclosure?

\_\_\_\_\_

20. How many public body denials were appealed to the Attorney General or District Attorney?

\_\_\_\_\_

21. How many records requests resulted in lawsuits?

\_\_\_\_\_

22. How often was the Public Records Advocate involved in a request process?

\_\_\_\_\_

### SECTION 3: Policies & Best Practices

23. Does your agency publish its public records policy? If so, please provide the link. If not, simply write No.

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24. How does your public body track public records requests and its responses? (Please explain "other")

*Mark only one oval.*

☐ GovQA

☐ ORMS

☐ Spreadsheet

☐ We don't

☐ Other: 

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25. Does your agency publish a fee schedule for records requests? If so, please provide the link not, simply write No.

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26. Does your agency have a written policy on fee waivers? If so, please provide the link. If not, simply write No.

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27. Whether in writing or not, does your agency have a policy on waiving fees without the requester asking for it? (i.e. Member of the media)

*Mark only one oval.*

☐ Yes

☐ No

☐ Other: \_\_\_\_\_

28. How many waivers or reductions of this type were made in 2024?

\_\_\_\_\_

29. In 2024, how many requested waivers or significant reductions were granted?

\_\_\_\_\_

30. How many times were fee waiver requests were denied?

\_\_\_\_\_

31. What is the amount of fees collected from requesters in 2024?

\_\_\_\_\_

32. What is the total amount waived?

\_\_\_\_\_

#### SECTION 4: Accessibility & Engagement

33. Is the email address or mailing address for your records officer published on your website?

*Mark only one oval.*

☐ Yes

☐ No

☐ Other: \_\_\_\_\_

34. Are instructions for submitting a public records request clearly posted online?

*Mark only one oval.*

☐ Yes

☐ No

35. What are ways requesters are permitted to submit requests at your agency? Check all that apply

*Check all that apply.*

☐ Email the public records officer

☐ Complete a downloadable form

☐ Fill out an online portal

☐ Mail a letter to the public records officer

☐ Other: \_\_\_\_\_

36. Do you offer alternative formats or accommodations for requesters with disabilities?

*Mark only one oval.*

☐ Yes

☐ No



37. Are your records request instructions or materials translated into any non-English languages?

*Mark only one oval.*

☐ Yes

☐ No

## SECTION 5: Support & Training Needs

38. Do you see transparency and responsiveness to public records requests as a cultural value at your public body? (5 = transparency is a high priority, 3 = we are doing OK but could improve, 1 = staff are unnecessarily secretive or fearful of releases of public information)

|   |   |   |   |   |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| ☆ | ☆ | ☆ | ☆ | ☆ |

39. Do agency heads or managers receive onboarding or regular training on Oregon Public Records Law?

*Mark only one oval.*

☐ Yes

☐ No

☐ I don't know

40. Do staff receive regular training on Oregon Public Records Law?

*Mark only one oval.*

☐ Yes - annually

☐ Yes - less than annually

☐ No

☐ Other: \_\_\_\_\_

41. Who gives the training?

*Check all that apply.*

☐ Public Records Advocate

☐ A lawyer

☐ A public records officer

☐ Governmental support organization (e.g. League of Cities, Association of Counties)

☐ Other: \_\_\_\_\_

42. What challenges does your agency face in responding to records requests?

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43. What resources or support would help your agency improve transparency?

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