



## Blue Mountain Community College *Administrative Procedure*

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**Procedure Title:** Access to Public Records  
**Procedure Number:** 01-2003-0002  
**Board Policy Reference:** II.A.

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**Accountable Administrator:** VP Administrative Services  
**Position responsible for updating:** VP Administrative Services  
**Original Date:** November 2000  
**Date Approved by Cabinet:** 08-16-11  
**Authorizing Signature:** *signed original on file*  
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### **Purpose/Principle/Definitions:**

This procedure provides guidelines for College staff when providing public information and public records to public bodies and/or a person.

- 1. Custodian** – public employee or employees who have responsibility to create, maintain, care for or control of public records.
- 2. Person** – any person, corporation, partnership, firm or association.
- 3. Public body** – every state officer, agency, department, division, bureau, board and commission; every county and city governing body, school district, college district, special district, municipal corporation, and any board, department, commission, council, or agency thereof; and any other public agency of the State of Oregon.
- 4. Public record** – any writing containing information relating to the conduct of the public's business, including but not limited to court records, mortgages, and deed records, prepared, owned, used or retained by a public body regardless of physical form or characteristics.
- 5. Writing** – means handwriting, typewriting, printing, photographing and every means of recording, including letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, files, facsimiles or electronic recordings.

### **Guidelines:**

As identified in ORS 192.420, every "public body" or "person" has a right to inspect any public records of a public body in this state with some exceptions. When a request is made in writing to provide information or public records, the college custodian must follow the guidelines as defined in ORS 192 regarding public records. In addition, this procedure establishes reasonable fees calculated to reimburse the college for its actual cost in making such records available including costs for summarizing, compiling or

tailoring such records, in either organization or media, to meet the person's or the public body's request.

**Procedure:**

When the College receives a written request, a copy of the request will be distributed to the College President, the Vice President for Administrative Services, the responsible administrator, and the custodian. The custodian will clearly identify the information requested, estimate the time and material costs to produce the requested information and provide that information to the Vice President for Administrative Services. The Vice President for Administrative Services will reply in writing to the person or public body. The reply will identify the information that will be provided, a timeline for the identified information, an estimated cost for the information and a statement that the projected cost must be paid to the college prior to fulfilling the request.

The projected cost will include the following components:

1. Materials, supplies, and postage - The actual cost of paper, envelopes, and other supplies used to produce the public information. Photocopies will be charged at the college's established prices in the Print Center. Postage will be charged at cost.
2. Labor - The total amount of hours required to produce the public information charged at \$50 per hour, which is representative of the college's average hourly rate plus benefits.
3. Machine hours - The amount will total the number of machine hours required to produce the public information charged at an estimated cost to replace the equipment. The machine hour rate will be **\$50** per hour.

If the person or the public body desires to proceed with the request, the person or the public body will make payment to the business office service counter. At that time, the business office will notify the Vice President for Administrative Services and provide a copy of the payment receipt. Upon notification of the payment, the Vice President for Administrative Services will work with the custodian to make every reasonable effort to provide the public information as identified in the letter. If any problem should arise in providing the requested information, the Vice President for Administrative Services will contact the person or the public body in writing and provide a revised timeline to complete the work.

In addition to providing the requested public information, the Vice President for Administrative Services will provide to the person or the public body a listing of the actual costs incurred. The listing will include separate amounts for materials and supplies, labor, and machine hour costs. In addition, the listing should include the number of hours for labor and machine used to prepare the public information. If the actual cost is less than the payment amount, the Vice President for Administrative Services will have a refund check issued within 10 business days.