

	For public records requested received in calendar year 2018:				
Public Body Respondent	No. of requests received	No. of requests completed within fifteen (15) business days	No. of requests received that were completed within sixty (60) days	As of survey response date, fee waivers or reductions granted and denied	As of survey response date, total approximate fees collected to fulfill public records requests
State branch or agency					
Office of Governor Kate Brown	158	138	153 (5 closed as non-responsive)	Explicitly Granted: 3. Denied: 2. Requesters who paid: 5. All others: fees waived without requiring a fee waiver request	\$1,260.00
Accountancy, Board of	59	2	59	In 2018 we did not charge for any public record requests	\$0
Administrative Services, Department of	183	106	61	1 granted and 2 denied. (Please note: DAS rarely charges for PRRs, so we don't receive many requests for fee reductions or waivers)	\$2,283
Agriculture, Department of	441	440	1	4 fee waivers. 0 denied	approximately \$2,600
Appraiser Certification & Licensure Board	676	676	0	0	\$322.95

Architect Examiners, Board of	4	4	N/A	OSBAE received no requests for a fee waiver or reduction for public records requests, and no requests were denied.	\$150
Blind Commission	9	7 - completed within 15 days.	1 - completed within 60 days.	4 - fee waivers. None denied.	\$178.00
Business Oregon	35	21	31 The only requests taking longer were several more complex requests from legal counsel or developers associated with the projects in question, and needed DOJ involvement and/or extra diligence.	1 request was charged a fee, it was not media, but developer associated with a project. All others were waived any fees.	\$1,120
Chiropractic Examiners, Board of	12	9	12	None; None.	unknown - person responsible for this tracking is out of office today.
Columbia River Gorge Commission	40	34	38	40 approved 0 denied	\$0 --we are not allowed to accept fees :(
Construction Contractors Board	126	126	126	None were denied. While we honor fee waivers, we have not been tracking them	\$4,070.00
Consumer and Business Services, Department of	884	852	873	3 requested, 0 denied Note: Oregon OSHA does not track this information. However, almost all requestors asking for a fee waiver are media members and DCBS does not charge media.	\$8,402.67

Corrections, Department of	DOC does not have a centralized tracking system. Approx. 2,000 requests were processed. DOC has 20 functional units throughout the state who process public records requests and use individual Excel spreadsheets to track	Approximately 1,902 requests were processed	Approximately 2,000 requests were processed	17 total requests received. 12 requests denied. 1 full waiver granted. 3 partial waivers granted. 1 request withdrawn. DOC's practice is to provide a partial fee waiver to accredited media organizations when a fee waiver is requested. DOC also follows DAS policy by waiving the first half hour of time on public records requests. We currently do not track waivers of the latter.	\$13,380.24 approximately
Dentistry, Board of	15 - 20	100%	100%	1 granted, 0 denied	\$200
Education, Department of	145	121	15	5 granted (2 were portions of multi-part requests). 6 fee reductions. We respond to every request for a fee waiver or reduction with the opportunity to refine the request and lower the fee, if a fee waiver is not an option. Upon reducing the fee, some requesters still opt to drop their request.	\$1,833.33

Employment Relations Board	63	All of them.	All of them.	We typically don't charge for public records and I don't recall any deviation from that in 2018.	I am not aware that we have collected any fees in 2018 related to fulfilling a public records request, but I can double check.
Employment, Department of	16	15	1	During 2018, the Employment Department received three requests for fee waivers or reductions. We did not grant or deny any of the requests as the information was either under the monetary amount threshold, we were not the custodians of the information, or the information was confidential and we could not provide it.	The Employment Department did not collect any fees for public records requests in 2018.
Energy, Department of	56	49 of the 56 were completed within 15 days. All requests were responded to within 15 days and we communicated regularly with requesters about the timeline for fulfilling their requests	56	We received one formal request for a fee waiver; it was granted. We charged seven people requesting records out of 56 total requests. Many requesters were not charged, and therefore did not need to request a waiver, because their requests were quickly fulfilled, or because there was an obvious public interest.	\$4,867.00

Environmental Quality, Department of	4635	4132 (Note that our current system cannot subtract pauses while waiting for requester responses, so many that took longer than 15 business days to complete were still in compliance with the statutory requirements)	4588 (same caveats as above apply)	23 waiver requests approved; 0 denied; 21 submitted but not needed because the request took less than 30 minutes	Approximately \$20,000 (this is an estimate due to limitations of our current system)
Examiners for Engineering and Land Surveying, Board of	50	50	50	3 requested and waived. 2 requested and denied.	\$2,180
Fish and Wildlife, Department of	44 Complex requests; 177 Simple requests; and 70 requests for list of license holders.	19 complex requests were fulfilled within 15 working days; 177 Simple requests were fulfilled within 10 working days or less; and 70 request for lists of license holders fulfilled with in 5 working days. (total 266)	19 complex request were fulfilled with in 60 days; 6 complex requests too between 60 and 120 days	7 fee waiver requests received; 6 fee waivers approved; one denied.	\$4, 248.00; approximately 390 staff hours, not including administrative or DOJ staff time have bee n used to fulfill the complex requests in 2018
Geologist Examiners, Board of	4	4	0	0	\$140.75
Geology and Mineral Industries, Department of	Approximatel y 40	All	All	None granted, none requested, none denied	\$860.00
Government Ethics Commission	39	38	38	0	\$200.75

Health Authority	976 REQUESTS POSTED ONLINE: https://www.oregon.gov/oha/ERD/Pages/Public-Records-Requests.aspx	898	969	Typically OHA does not charge for requests, automatically waiving the fees for approximately 95 percent of the requests received. Of the 45 requests that had a cost estimate attached during 2018, two requested a fee waiver. One request was approved and the other denied.	\$4,837.00
Higher Education Coordinating Commission	9 (some of which were revised requests by the same individuals). We also had 2 requests that were originally stated as public records requests but were deemed to not be public records requests but simply information requests on agency activities.	Of the 9 requests (again, some of which were revised requests by the same individuals), 2 were completed entirely within 15 business days. For the others, we met the requirement to respond or update because of a necessary delay or need for clarification, and 6 were completed at a later date. One received in late 2018 is still in progress.	Of the 9 requests (again, some of which were revised requests by the same individuals), 6 were completed within 60 business days, 2 were delayed and completed at a later date, and one is still in progress.	1 fee reduction and 1 waiver. (NOTE: neither was requested formally, but was granted by our agency. The reduction was provided proactively because we underestimated the number of pages of records in our original cost estimate that was agreed to, and we ultimately charged them no more than what they had agreed to proceed on.	\$958

Human Services, Department of	730	417	212	At this time, the agency doesn't track the amount of fee waivers received. However, DHS has developed a workgroup to assess the gaps in the current process and create a proposal on how to address them.	This is not currently tracked; DHS has developed a workgroup to assess the gaps in the current process and create a proposal on how to address them.
Judicial Department	Only for OSCA (not court records requests), approximately 140				\$1,269.07
Justice, Department of	DOJ Generally: 440; Child Support: 57	Not tracked, but with some time we can recreate the timelines if necessary.	Not tracked, but with some time we can recreate the timelines if necessary. A scan of our log suggests there were less than 5 that were NOT completed within 60 days.	Not tracked closely. Our log indicates only 6 denials, and 1 fee reduction, but it does not accurately reflect how many fee waiver requests were received.	Not tracked. If necessary, we should be able to reconstruct the figure based on deposits with our Finance department.
Land Conservation and Development, Department of	98	94/98	98/98	DLCD did not receive any fee waiver or reduction requests in 2018.	\$650

Land Use Board of Appeals	Unknown; LUBA receives requests from the public over the phone or by email on a daily basis for information about pending or past appeals of land use decisions. Generally LUBA is able to provide the information without requiring the requestor to complete a formal request.	All of them.	All of them.	None were requested.	LUBA charges a reimbursement rate of \$.25 per page of records.
Landscape Architecture Board	3	3	0	0	\$150.00
Landscape Contractors Board	8	8	8	Our agency did not receive any fee waiver or reduction requests in 2018	\$774.55
Liquor Control Commission	Approximately 750	Approximately 630	Approximately 715	None (none were received)	Approximately \$3,054
Long-Term Care Ombudsman	0	N/A	N/A	N/A	N/A
Lottery, Oregon State	394 individual and 60 reoccurring requests	388 plus reoccurring requests	393 plus reoccurring requests	None received.	\$0
Marine Board	11 general requests for records 39 requests for list of boat owners	all 50	none	for general records - 3 requests for boat lists - 18 none were denied	\$3,960

Massage Therapists, Board of	48	All request were completed within the fifteen (15) business day deadline prescribed in ORS 192.329.	All request were completed within sixty (60) days of the date the request was received by a public body.	As of date, there were no request for waiver or reduction of fees for public records requests received in the calendar year 2018.	The board received approximately \$4,877.99 in revenue to fulfill public records requests in 2018.
Medical Board	1,414	1,414	1,414	15 granted and 1 denied (data as of 01/17/2019)	\$23,737.20 (data as of 01/17/2019), fee schedule in OAR 847-005-0005
Medical Imaging, Board of	4	4	0	None requested; none denied.	0
Military Department	21	20	1	To date all fees have been waived that have been requested	\$0
Mortuary & Cemetery Board	5	5	5	4 were provided at no charge	\$17.25
Naturopathic Medicine, Board of	0	0	0	0	0
Nursing Board	334	317	100 percent	We have received no requests for a fee waiver or reduction.	\$200
Occupational Therapy Licensing Board	38 Licensee Mailing lists	All 38 Licensee mailing lists	All 38 Licensee mailing lists	0	\$950.00
Optometry, Board of	Maybe 1 (that doesn't count the paid licensee lists that the Board offers to credentialing and other organizations)	Every one that was requested was completed within 2 days			None (not including the licensee lists we sell routinely)

Parks and Recreation, Department of	20	15 out of 20 were fulfilled within 10 days. Requesters for the others received notes that we needed more time due to staff workload, DOJ review, or the complexity of the request. In one case, the requester did not receive prompt confirmation that their request was received. When the missed request was processed, it was fulfilled within a few hours.	20	Requests for fee waivers: 0. Denied: 0.	0. We very rarely request a fee, except where an extraordinary amount of staff time or DOJ legal fees are involved.
Pharmacy, Board of	Approximately 570, we are still working on getting all requests recorded in one place.	We do not have a log to reflect this, however the majority are responded to within 24 hours and certainly in less than 15 business days.	Without a specific log, I estimate that all were responded to within 60 days, we strive to respond within a week or two for all requests. It may take longer if the request is very detailed and we have to compile a significant amount of information that is not easily gathered.	We do not usually get requests for a fee waiver or reduction. Although we do at times offer waivers to state, county and local governments or the news media. None have been denied.	\$2030
Physical Therapist Licensing Board	0	NA	NA	NA	NA

Police, Oregon State	OSP's Central Records Section (CRS): 4764	Approximately 800 public records requests	4085	We do not track requests for fee waivers. In order to complete this survey OSP did a key word search in our database and found the following information. OSP had 12 requests for fee waivers. Of the 12 requests for fee waivers OSP approved 2 requests for a full fee waiver, gave 5 reductions in fees and denied 5 fee waivers.	Oregon State Police collected \$59,187 in public records fees during 2018.
Psychiatric Security Review Board	42	42	42	As a show of goodwill and transparency, PSRB did not charge any fees for any of its records requests during 2018. The agency received fewer than ten fee waiver requests, and no reduction requests.	As indicated above, the PSRB waived all fees for its public records requests during 2018.

Public Employees Retirement System	60 All request are processed centrally by the Records Officer.	60 Most are completed within 7 business days.	0 All requests were processed within 15 business days.	None. OAR459.060.0010 (5) provides rules for release without charge. Most of our requests are from our members for copies of their records. Here is the link. https://secure.sos.state.or.us/oard/viewSingleRule.action;JSESSIONID_OARD=YViBsAfyh1E_xU4uYiVIWJNaNA0EkgeiGbnA5jnjuyX89kHtJUaU!956142445?ruleVrsnRsn=116867	\$132.08. Most of the request are from members requesting copies of their records which are provided without charge under OAR 459.060.0010(5)
Public Safety Standards and Training, Department of	383 (Does not include requests from constituents or requests for information only)	327	56	Per DAS policy the first half hour of staff time is always waived. We did not track how many waivers, if any, were granted, denied or partially denied in 2018.	\$3,025.75 was billed, \$2,245.25 was collected in 2018. The difference can be accounted for by individual's choosing not to pursue their request or sending in checks for accounts with insufficient funds.
Public Utility Commission	84	77, the remaining outliers were due to my vacation time or delayed payment from requestor	84	None and none	About \$987

Revenue, Department of	Requests for copies of prior years' tax returns: 1,652 Requests for all other agency records: 76	Requests for all other agency records: 68	Requests for all other agency records: 76	No waiver or reduction requests received for 2018.	The majority of records we charged for were copies of prior years' tax returns. Those copies are \$5 each, totaling \$10,115 for 2018. We only had two requests for all other agency records in 2018 for which we charged. The total collected was \$76.50.
State Lands, Department of	459	450	458	This was not tracked in 2018, but we only charged for 3 requests in 2018	\$407.97
Transportation, Department of	540	474	525	ODOT had six requests for fee waivers. The agency did not deny any requests for waivers.	ODOT did not track fees associated with public records requests in 2018. The agency is developing a process to track this information starting in 2019.
Travel Experience	0	N/A	N/A	N/A	N/A
Travel Oregon	3	2	1	3 requests for a fee waiver, fees waived for all 3. No requests for a fee waiver were denied.	\$0
Veterans Affairs, Department of	45	45	45 (includes all requests completed in previous question)	1 granted, 0 denied	\$0
Watershed Enhancement Board	Three	Three	Three	No fees were charged on any of the three requests.	\$0

Youth Authority	We do not track at this time. We do not have a tracking system in one place nor adequate staffing levels. Very few from general public or media. Large amount from defense attorneys.	We track each request on a form, and would have to audit these to know. Likely very few as most require getting records from archives, copying, and redacting. However, the requester would know this at the point of our acknowledging the request. As the majority of our requests are for youth files, not agency records, they take more time.	We do not audit or have a way to track. However my sense is that due to low staffing we have slipped in this area. In previous years when I asked staff the answer was yes. However, I do not believe we have been able to keep to this standard for the release of protected youth records.	Maybe 1. We have some youth records that we release at no charge, they do not have to ask. I believe we have had one media request where we waived the charge.	Unknown.
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School District					
Portland Public Schools	518	418 (71%)	502 (86%)	3 waivers granted, 1 reduction granted, 4 waivers denied	\$8,892.00
Beaverton School District	24, not including media inquiries.	most were completed within the 15 business day deadline.	100%	Nearly all requests ask for fee waivers. We usually asked requestors to refine their request to save costs and time. This usually greatly reduces or eliminates fees.	less than \$500.
Hillsboro School District	one	one	one	none	none

North Clackamas School District	Not including student record requests or informal requests, approximately 50.	All followed statutory timelines.	All followed statutory timelines.	NCSD rarely charges, but one vendor repeatedly made requests. Given the time involved for us to process and lack of public interest being served, we denied their fee waiver request.	Approximate amount \$500-\$1000.
Bend-La Pine School District	41	35	6	4 reductions 0 denials	\$800
Eugene School District	34	32	Two requests took more than 60 calendar days to complete. (One was complex and it took 6 weeks to receive a check for the request. For the other request, a portion of that time was spent clarifying the request with the requestor and waiting for a check from the requestor)	This is not something we have tracked closely. Our best estimate is that we received 9 requests (six from the same person). Of all 9 requests, 4 were denied.	\$870.00

Special Service District					
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Tualatin Valley Water District	16	14 - two requests were withdrawn	14 - two requests were withdrawn	Granted: 0 Denied: 2 - requests were withdrawn (both from American Transparency)	\$0
Jefferson CO RFPD #1	6	all 6	all 6	none	\$30
Tualatin Valley Fire & Rescue	about 1000	80%	100%	6 requests for fee waiver all were granted	information not tracked
Malheur County Soil and Water District	1	1	0	1	0

Yamhill Communications Agency	356	356	356	2 received, 2 granted	We track per fiscal year - FY18-19 to date \$680
Metro Regional Government	140	128	12	1 1	\$2,458.56
Rainier Cemetery District	1	1	1	1	0
Clatskanie Parks and Recreation District (voluntary reporter; not part of original survey group)	2	0	1	0, 1	0

County					
Baker (voluntary reporter; not part of original survey group)	8	7	8	2 requests were made and 2 requests were denied.	Unknown
Clackamas	Records request can be served on various departments within the county and there is no one county department that maintains a count of records requests. I estimate 100-200 records requests in 2018.	Records request can be served on various departments within the county and there is no one county department that maintains a count of records requests. I estimate that the majority of records requests are completed within 15 days. More involved requests, such as those for emails typically take longer than 15 days.	Requests can be served on various departments and there is no one county department that maintains a count of requests. I estimate that the majority of requests are completed within 15 days. More involved requests typically take longer than 15 days. I am aware of only a few isolated records requests that took longer than 60 days to complete.	The County Administrator is authorized to grant a fee waiver. I am aware of one 3 or 4 situations in 2018 in which fees were either waived or reduced.	This is difficult to estimate in that various departments handle their own records requests and charge fees. County Counsel charged and collected \$1,177 in fees for responding to public records requests.
Jackson	603	542	603	25; 0	\$11,910.00

Lane	331	303	None The remaining records were responded to between 17 to 30 days.	If the record was readily available then it was provided at no charge. No fee waiver or reduction for 2018. Approximately four request for fee waiver were denied.	\$2,885.51
Malheur	hundreds - we are the real estate recording office, we received requests for copies of recorded documents almost daily	all - generally completed the day received		1 - 2 none	unknown
Umatilla	Formal Requests - Approximately 10	9	10	Information was supplied a number of time without cost and without formal waiver. Approximately 3 waivers were denied.	For formal requests, the amount is under \$25

City

Portland *append full response	31,443. 22,451 were to Portland Police Bureau (PPB); 8,992 to other City bureaus	9,271; PPB: 2,007, other City bureaus: 7,264.	6,188; PPB: 4,970, other City bureaus: 1,218.	This is not tracked at present in the City's online system.	\$ 767,659. Of that, \$ 629,125 is from PPB.
Salem	8989	6103	8379	46 requests/11 denied	Approximately \$155,000.
Eugene	Min 160 (directly to City Recorder), not including requests sent directly to departments including police, municipal court, building and permit services, etc.	Unknown	Unknown	Requests for fee waivers are a very difficult process for us as there are little guidelines prescribed for doing so equitably. To my knowledge, no fee waivers were granted, but I do not know without going into individual requests one-by-one how many there were.	Unknown without individual tally

Gresham	Unknown	The majority of requests were completed within the 15-day deadline. However, it is estimated that there were less than 10 that took more time due to the volume of records requested and additional work required prior to production (e.g., attorney review).	Less than 10; see response to #5.	Less than 10 were granted; less than 10 were denied.	Unknown
Hillsboro	65 non routine requests	all	all, see above	0	Less than \$100. Please note these are for non-routine requests. The police, fire and building departments charge nominal fees for their requests and I don't have those numbers at the moment.
Beaverton	300	300	All 300 requests completed within 15 business days	6 requests for fee waiver 4 of 6 requests granted 10% fee reduction 2 requests denied	\$3743.28
Bend	185	all	all	unknown	\$1500

Medford	Approx. 2,910. Due to glitches with new software used in early 2018 not all requests were recorded. 272 requests from all departments except for Police were recorded. MPD received 2,638 requests in their own system.	Our records indicate that all but five requests were completed within 15 business days.	Note: two requests were never completed because the requester did not reply to the City's response.	The City did not waive or reduce any requests for waiver or reduction. Our records indicate that two requesters asked for a fee waiver or reduction, but both requests were denied.	Our records indicate that the Police Department collected \$58,466.28 in fees for public records requests. Unfortunately, our system for tracking this data via Seamless Docs was unable to capture accurate information for fees collected by other departments.
Corvallis	61	55	50	0 and 1	\$574
Oregon City	255 (Not including Police records requests or Municipal Court)	All of them.	All of them.	None. None.	\$373.18 (not including Police)
Redmond	Less than 4100 (includes an estimated 4000 police records requests)	Estimated 95%-98%	Estimated 98%-99.5%	Unknown	Unknown

Hermiston	Police Department- 2,730 Municipal Court- 35 City Hall (all other requests)- 41	Police Dept. - using GovQA since 10/22/18. We've received 112 requests since that time and the longest a request has been in que is 7.6 days before completion. A handful were closed after 60 days because of no response. Municipal Court- 35 City Hall (all other requests)- 40	Police Department- 2,730 Municipal Court- 35 City Hall (all other requests)- 41	Police Department- 0 requests, 0 denied- Do not charge victims for reports. Municipal Court- 1 request, 1 denied City Hall (all other requests)- 10 received, 1 denied	Police Department- \$12,649.00 Municipal Court- \$384.50 City Hall (all other requests)- \$2,621.00
Pendleton	Est 140	90%	all	1 request allowed	unknown
Coos Bay	41	35	41	8 requested, 1 waived, 7 denied	564.33
Baker City	19	17	19	2	\$241.75
Lincoln City	1,055	1,053	1055	4 granted 5 denied	Unknown. We do not track.

Public Body Respondent	Name, job title, and contact information of the person completing this survey.	Name(s), job title(s), and contact information of the official(s) within your public body to whom public records requests may be sent, as per ORS 192.324(7).	Please provide a URL link or a copy of your publicly posted public records policy, as per ORS 192.324(7).	Does your public body track the costs incurred in processing public records requests? If so, please explain how the requests are tracked.	Have members of your public body received training on public records laws during 2018? If so, from whom?
State branch or agency					
Office of Governor Kate Brown	Emily Matasar, Government Accountability Attorney, Office of Governor Kate Brown, 900 Court St NE, Ste 254, Salem, OR 93701-4046, 503.986.3492, emily.matarasar@oregon.gov	Shevaun Gutridge, Executive Assistant, 900 Court St NE, Ste 254, Salem, OR 97301-4046	https://www.oregon.gov/gov/media/Pages/Public-Records-Request-Policy.aspx	I track costs when we charge requesters by logging time.	I conduct trainings on Public Records Laws for all incoming staff.

Accountancy, Board of	Kimberly Fast Kimberly.fast@oregon.gov 503-378-2280	Joel Parks joel.parks@oregon.gov 503-378-2262	https://www.oregon.gov/boa/docs/Public%20Records%20Request%20Form.pdf	in 2018 the Board did not have any public record requests that warranted a calculation of fees. In cases that require significant staff time, including attorney fees, the Board follows the established guidelines for public record costs.	Yes, staff responsible for producing public records have had multiple trainings through iLearn and live presentations.
Administrative Services, Department of	Elizabeth (Liz) Craig, Communications Director 503-877-8287, elizabeth.craig@oregon.gov	Liz Craig, Communications Director 503-877-8287, elizabeth.craig@oregon.gov	https://www.oregon.gov/das/pages/publicrecords.aspx	No.	At least three DAS staff members received public records training in 2018 (not all three received the same training): -iLearn Digital Preservation Class -SOS Records Management Training - Internal DAS Records Retention Class -DOJ Client Training on Records

Agriculture, Department of	Andrea Cantu-Schomus	Andrea Cantu-Schomus Director of Communications 635 Capitol St. NE Salem, Oregon 97301 acantuschomus@oda.state.or.us	https://www.oregon.gov/ODA/AboutUs/Pages/PublicRecords.aspx	Each program tracks their own.	Very few have received public records training. I have two people who let me know that they received training through a law conference and 1 through Oregon DOJ.
Appraiser Certification & Licensure Board	Gae Lynne Cooper, Administrator Appraiser Certification and Licensure Board gae.lynn.cooper@oregon.gov	Paul Lindsay Fiscal Analyst paul.lindsay@oregon.gov	https://public.oregonlicensing.gov/ACLBPortal/BoardAdditional.aspx?Board=ACLB&BoardLinkId=2150	0	1 Secretary of State, Oregon Public Record Division
Architect Examiners, Board of	Shelly Coffey, Fiscal Analyst Oregon State Board of Architect Examiners (OSBAE) shelly@osbae.com 503- 763-0662 x4	Shelly Coffey, Fiscal Analyst shelly@osbae.com 503-763-0662 x4	Lengthy policy was quoted: will need to attach to survey.	yes, excel spreadsheet listing the fees	No training in 2018

Blind Commission	Eric Morris, Business Enterprise Director. Eric.Morris@state.or.us, 971-673-1607.	Eric Morris, Business Enterprise Director. Eric.Morris@state.or.us, 971-673-1607.	Now that DAS has finalized their policy, we are updating our policy. Once updated it will be posted on our website: https://www.oregon.gov/blind/livingwithvisionloss/Pages/Statutes,%20Rules,%20Policies%20and%20Forms.aspx	No.	None in 2018. Training received in 2016/2017, from Secretary of State's office.
Business Oregon	Nathan Buehler Communications and Marketing Manager 503-689-3559 nathan.buehler@oregon.gov	Nathan Buehler Communications Manager 503-689-3559 http://www.oregon4biz.com/About-Us/Public-Record-Request/	http://www.oregon4biz.com/record-request.php	No, other than estimates for any where we may charge fees.	Yes, from communications staff.
Chiropractic Examiners, Board of	Cass McLeod-Skinner, Executive Director of OBCE, cass.mcleod-skiner@oregon.gov; 503-373-0620	myself; Donna Dougan, donna.dougan@oregon.gov; Kelly Beringer, kelly.beringer@oregon.gov; Miriam Lara, miriam.lara@oregon.gov	https://www.oregon.gov/OBCE/Pages/Public-Records-Request.aspx	Yes, by time and number of copies.	No.

Columbia River Gorge Commission	Krystyna U. Wolniakowski, Executive Director, Columbia River Gorge Commission krystyna.wolniakowski@gorgecommission.org 509-713-9623	Krystyna U. Wolniakowski, Executive Director Nancy Andring, Administrative Analyst, nancy.andring@gorgecommission.org	http://www.gorgecommission.org/scenic-area/legal-authorities/	No	All staff and Commissioners from our legal counsel
Construction Contractors Board	Dana Zeimantz, Bus Svc & Licensing Mgr 503-934-2199 dana.zeimantz@state.or.us	Angie Warkentin; angela.k.warkentin@state.or.us Sara Heinz; sara.heinz@state.or.us	https://www.oregon.gov/ccb/pages/index.aspx	no	no

Consumer and Business Services, Department of	Mark Peterson Communications Officer 503-947-7868, mark.peterson@oregon.gov	Jenny Kleimeier Records Retention/Business Continuity Coordinator (Central Services Division) 503-947-7147, Jenny.M.Kleimeier@oregon.gov Travis White Communications/Public Records Coordinator (Building Codes Division) 503-378-2741, Travis.W.White@oregon.gov Michelle Houser Assistant Business Manager (Oregon OSHA) 503-947-7444, Michelle.A.Houser@oregon.gov Kayleen Atkins Board Executive Assistant (Workers' Compensation Board) 503-934-0123, Kayleen.R.Atkins@oregon.gov Fred Bruyns Policy Analyst/Rules Coordinator (Workers' Compensation Division) 503-947-7717, Fred.H.Bruyns@oregon.gov Aaron Corvin Oregon OSHA Public Information Officer 503-947-7428, Aaron.Corvin@oregon.gov Brad Hilliard Division of Financial Regulation public information officer 503-947-7873, Brad.Hilliard@oregon.gov Tina Boone Policy Team Assistant (Division of Financial Regulation) 503-947-7237, Christina.M.Boone@oregon.gov Mark Peterson Communications Officer 503-947-7868, mark.peterson@oregon.gov Jake Sunderland Communications Director 503-947-7897, Jake.W.Sunderland@oregon.gov	https://www.oregon.gov/dcbs/news-info/Pages/public-records.aspx	Yes. Each division tracks the costs incurred based on the amount of time spent on requests. We normally do not charge for less than one hour of work. Most divisions track the information in an Excel spreadsheet.	No
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Corrections, Department of	Michelle Whitney Dodson, DOC Records Officer (503) 945-0935 Michelle.d.dodson@doc .state.or.us 2575 Center Street NE Salem, OR 987301	Public Record Requests – General (503) 945-9225 Nickie Basinger, Communications Coordinator DOC.GeneralPublicRecordRequests@doc.state.or.us Offender Management and Sentence Computation (OISC) (503) 570-6919 Amy Bailey, Information Manager OSICINFO@doc.state.or.us Human Resources (503) 934-1041 Anna Esparza, HR Legal Affairs Coordinator DOC.HumanResourcesPublicRecordRequests@doc.state.or.us Central Health Services (503) 378-2857 Annola DeJong, Executive Assistant HealthServicesPublicRecordsRequests@doc.state.or.us Oregon Corrections Enterprises (OCE) (503) 428-5551 Barb Cannard, Communications Manager PIO@oce.oregon.gov Coffee Creek Correctional Facility (CCCCF) Shelley Clayton, Executive Assistant DOC.CCCFPublicRecordRequests@doc.state.or.us Columbia River Correctional Facility (CRCF) Katrina Elliott, Executive Support 2 DOC.CRCIPublicRecordRequests@doc.state.or.us Deer Ridge Correctional Institution (DRCI) Brandy Martin, Office Specialist 2 DOC.DRCIPublicRecordRequests@doc.state.or.us Eastern Oregon Correctional Institution (EOCI) Ron Miles, Executive Assistant DOC.EOCIPublicRecordRequests@doc.state.or.us Mill Creek Correctional Facility (MCCF) Tonya Gushard, Executive Assistant DOC.MCCFPublicRecordRequests@doc.state.or.us Oregon State Correctional Institution (OSCI) Dean Harlow, Executive Assistant DOC.OSCIPublicRecordRequests@doc.state.or.us Oregon State Penitentiary (OSP) Tonya	https://www.oregon.gov/doc/research-and-requests/Pages/public-records.aspx DOC's rule on Release of Public Records is scheduled to be updated based on DAS policy 107-001-030. DOC currently is using the DAS fee schedule as outlined in policy.	We ask staff to track the time they spend in searching, gathering, reviewing, redacting records and processing then provide a fee estimate based on DAS policy 107-001-030. DOC does not recoup full costs associated with processing public records requests.	Yes. DOC Legal Information Officers (LIO) received training in 2018. Training was provided by DOC Records Officer and DOJ General Counsel. Ongoing support, individual training, and resource development occurs with LIOs throughout the year including reoccurring monthly meetings to discuss how to process public records requests.
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Dentistry, Board of	Stephen Prisby, Executive Director, Board of Dentistry 971- 673-3200	Stephen Prisby Executive Director and Teresa Haynes, Office Manager	https://www.oregon.gov/dentistry/Pages/records-request.aspx	emails and documents saved	All Board members get new board member orientation at start of service on our board which covers public records laws. I train them and also our assigned DOJ Attorney.
Education, Department of	Jenni Knaus Oregon Department of Education Communications Specialist 503-947- 5860 Jenni.Knaus@state.or.us	Jenni Knaus Communications Specialist 503-947-5860 Jenni.Knaus@state.or.us Or by mail: Oregon Department of Education Attn: Jenni Knaus, Communications Specialist 255 Capitol St NE Salem, OR 97310 Or online at this address: https://app.smartsheet.com/b/form/862a93f087d445a18c1f28b07e88a8de	https://www.oregon.gov/ode/about-us/Pages/Public-Records-Requests.aspx	ODE only tracks incurred costs when an expense letter is issued (when over two hours of staff time is required to prepare the requested documentation).	Several ODE employees attended the 2018 Attorney General's Public Law Conference and participated in the public records training sessions offered. We are waiting to receive this attendee number from DOJ and will pass it along to you.

Employment Relations Board	Adam Rhynard, Board Chair, Employment Relations Board	April Bathurst, Board Secretary, 503-378-3807, april.bathurst@oregon.gov. We also have a public record request form that can be submitted on our website: https://www.oregon.gov/erb/Pages/PublicRecord.aspx	Our public records policy is included in our administrative rules, which can be found in multiple places, including here: https://www.oregon.gov/erb/Pages/LawsRules.aspx	Our practice is to not charge anything for public records requests, so there's not really costs to track.	I believe that 4 of our staff have received training via through the State.
Employment, Department of	Andrea Fogue, Director of Legislative Affairs and Communications, andrea.j.fogue@oregon.gov, 503-947-1301 Vanessa Krueger, Communications Officer, vanessa.j.krueger@oregon.gov, 503-947-1303	Andrea Fogue, Director of Legislative Affairs and Communications, andrea.j.fogue@oregon.gov, 503-947-1301 Vanessa Krueger, Communications Officer, vanessa.j.krueger@oregon.gov, 503-947-1303 Jessica Prakke, Public Affairs Specialist, jessica.v.prakke@oregon.gov, 503-947-1351	https://www.oregon.gov/EMPLOY/Agency/Pages/Request-a-Public-Record.aspx	Yes. The Employment Department's Administrative Business Services staff tracks fees that are collected for public records requests.	Yes. The two staff that primarily work on public records requests for the Employment Department (Vanessa Krueger and Jessica Prakke) attended training from Ginger McCall, Oregon Public Records Advocate on August 28, 2018.

Energy, Department of	Janine Benner, Director, Oregon Department of Energy, janine.benner@oregon.gov; 503 934-1575	Michelle Miller Harrington, Policy Analyst: 503-378-8534; Michelle.millerharrington@oregon.gov	https://www.oregon.gov/energy/GetInvolved/Pages/Request-Public-Records.aspx	Yes, we track the time incurred processing public records requests for the main staff members involved in the response. We track that time in an in-house public records request tracking system. We do not track the time of managers who confer with staff to ensure records requests are fulfilled.	All new employees hired in 2018 received an overview of our agency public records policy during their new employee on-boarding. We did not have formal, staff-wide training on public records law in 2018. Our last formal training occurred in 2016, and all employees will be required to take training again in 2019. The Secretary of State has put their public records training on iLearn, and that training will be one of our required trainings this year.
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Environmental Quality, Department of	<p>Leela Yellesetty Records & Information Security Officer Oregon Department of Environmental Quality 700 NE Multnomah Street, Suite 600 Portland, OR 97232 503.229.5559 Yellesetty.leela@deq.state.or.us</p>	<p>Leela Yellesetty Records & Information Security Officer Oregon Department of Environmental Quality 700 NE Multnomah Street, Suite 600 Portland, OR 97232 503.229.5559 Yellesetty.leela@deq.state.or.us</p>	<p>Public Records Management Policy: https://www.oregon.gov/deq/FilterDocs/prmanagepol.pdf Webpage with link to policy and procedures for filing a request: https://www.oregon.gov/deq/about-us/Pages/Request-Public-Record.aspx</p>	<p>Not currently but hope to do so once we procure a new PRR tracking tool (in the works). The fee estimate figures give some indication but the vast majority of requests take less than 30 minutes so time spent on these are not tracked.</p>	<p>Yes. Records officer received training from State Archives and provided multiple trainings to DEQ staff at different offices. Records officer and a few other staff also attended trainings by the Public Records Advocate.</p>
Examiners for Engineering and Land Surveying, Board of	<p>Eric Engelson, Communications Coordinator, eric.engelson@oregon.gov</p>	<p>Eric Engelson, Communications Coordinator, eric.engelson@oregon.gov</p>	<p>https://www.oregon.gov/osbeels/Documents/Form/Public_Records_Request.pdf</p>	<p>Yes, when processing public records requests staff calculate their time spent on the request, pages copied, electronic resources used to fulfill request (USB, discs), AAG hours, postage.</p>	<p>Yes, from State Archives - Records Division</p>

Fish and Wildlife, Department of	Michelle Tate, Executive Assistant to the Director Michelle.L.Tate@state. or.us ; 503-947-6033	https://www.dfw.state.or.us/agency/public_record/request.asp ODFW.PublicRecords@state.or.us Michelle.L.Tate@state.or.us, Executive Assistant to the Director- Michelle.L.Tate@state.or.us 503- 947-6033 James Owens, Office Specialist - Directors Office James.S.Owens@state.or.us ; 503- 947-6152	https://www.dfw.state.or.us/agency/public_record/	ODFW uses an Access Data base to track the hours used to produce the records plus a fraction of the time the departed spent managing the requests.	yes, Michelle Tate and James Owen have completed the training provided by the Secretary States office in 2018 including: Basic Records Management, OR public Records Law Training; and Electronic Records Management
Geologist Examiners, Board of	Christine Valentine, Administrator (Exec. Director), Oregon State Board of Geologist Examiners, 707 13th St. SE, Suite 114, Salem, OR 97301, 503-566- 2837, osbge.info@oregon.gov	Christine Valentine, Administrator (Exec. Director), Oregon State Board of Geologist Examiners, 707 13th St. SE, Suite 114, Salem, OR 97301, 503-566-2837, osbge.info@oregon.gov	https://www.oregon.gov/osbge/Pages/LawsRules.aspx	No. Historically have not received many requests and therefore this kind of tracking has not been deemed prudent especially considering 1 FTE size of operations.	No specific training.

Geology and Mineral Industries, Department of	Becky Johnson, Office Operations Assistant, Public Records Coordinator. 541-967-2083, Becky.Johnson@oregon.gov	Becky Johnson, Office Operations Assistant, Public Records Coordinator. 541-967-2083, Becky.Johnson@oregon.gov AND Lori Callaruda, Executive Assistant, Lori.Callaruda@oregon.gov, 971-673-1537	https://www.oregon.gov/DOGAMI/Pages/Public-Records-Requests.aspx	Yes, public record requests are documented in an excel spreadsheet. Payments received are tracked in our internal permitting database.	Not directly, but we have made an effort to keep abreast of the latest policies. Training is scheduled for later this month.
Government Ethics Commission	Virginia Lutz Program Manager 503-378-6803	David Hunter Office Specialist 503-378-5105		Access database and Excel spreadsheet	Yes. State Archives/iLearn webinars

Health Authority	Keely West, Central Operations Manager 503-945-6292 keely.l.west@dhsaha.state.or.us	Keely West, Central Operations Manager 503-945-6292 keely.l.west@dhsaha.state.or.us	https://apps.state.or.us/Forms/Service/de-010-010.pdf	OHA does not track the costs incurred for processing public records requests except when the agency is going to charge for the release of records. In those circumstances, staff dedicate time in blocks to complete the requests and track their individual time.	Yes; records and retention staff (the two staff previously named in this survey) visit individual units or programs upon request. In the past year we have presented trainings to at least five programs within our agency. Additionally, we are in the process of adding public records and retention training to the new employee orientation.
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Higher Education Coordinating Commission	Endi Hartigan, Communications Director, HECC, endi.hartigan@state.or.us, 503-378-6769	We request that requests be submitted to info.HECC@state.or.us; this email is monitored, and requests are forwarded to Endi Hartigan, Communications Director, HECC, endi.hartigan@state.or.us, 503-378-6769	<p>We do not have a publicly posted public records policy at this time but we have one in development.</p> <p>We do have a public records request form and directions posted here https://www.oregon.gov/highered/about/Pages/contact-us.aspx and replicated on other pages on our website.</p>	<p>We follow the DAS guidance statewide fee structure on public records requests: https://www.oregon.gov/das/Policies/107-001-030.pdf. Our practice has been to not charge for requests that take no more than about 30 minutes of extra staff time (per DAS guidance), or for which we find no records.</p>	Yes: 3 staff members had training on public records through the Secretary of State Archives office in March, 2018
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Human Services, Department of	Jeannine Beatrice, DHS Chief of Staff, Jeannine.beatrice@state. or.us 503-507-7479	Robert Oakes-Communications Director Robert.Oakes@dhsosha.state.or.us Camma Kelsh-Controlled Correspondence Coordinator Camma.m.kelsh@dhsosha.state.or.u s	https://www.oregon.gov/das/pages/publicrecords.aspx	No.	At least three DAS staff members received public records training in 2018 (not all three received the same training): -iLearn Digital Preservation Class -SOS Records Management Training - Internal DAS Records Retention Class -DOJ Client Training on Records
Judicial Department	Tim Lewis, Staff Counsel, 503-986-5528	Tim Lewis, Staff Counsel, 503-689-2251 1163 State St Salem OR	https://www.courts.oregon.gov/about/Pages/records-request.aspx		They received a memo on the legislative changes to the public records law

Justice, Department of	Andrew Foltz, DOJ Public Records Counsel Andrew.foltz@state.or.us 503-947-4534	David Taylor (for general requests); PublicRecordsRequests@doj.state.or.us Jim Connor (for child support records), constituent.desk@doj.state.or.us	For general requests: https://www.doj.state.or.us/oregon-department-of-justice/public-records/request-doj-public-records/ and https://justice.oregon.gov/PublicRecords/Request/ For child support records: https://www.doj.state.or.us/wp-content/uploads/2017/06/child_support_records_request.pdf	Not formally. Our primary cost is labor, and I informally ensure that requesters are not overcharged. In nearly every instance, our fee estimates proved to be lower than our actual labor cost. In one instance we provided a refund.	Yes, but not all members. Noah Ellenberg and Michael Kron provided a CLE presentation in early 2018 covering recent changes to the public records law. Attendance was voluntary. The event was recorded and is available for streaming on our training website, but I am not able to determine how many employees viewed it in 2018.
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Land Conservation and Development, Department of	Tabatha Hoge Community Services Administrative Specialist Public Records Request Coordinator Oregon Department of Land Conservation and Development 635 Capitol Street NE, Suite 150 Salem, OR 97301- 2540 Direct: 503-934- 0054 tabatha.l.hoge@state.or. us	Tabatha Hoge Public Records Request Coordinator Oregon Department of Land Conservation and Development 635 Capitol Street NE, Suite 150 Salem, OR 97301-2540 Direct: 503-934-0054 tabatha.l.hoge@state.or.us	https://www.oregon.gov/lcd/About/Documents/do_110.02_publicaccessstodlcdrecords.pdf https://www.oregon.gov/lcd/About/Pages/Public-Records-Requests.aspx	DLCD does not track all costs incurred in processing public records requests.	Yes, several subject matter experts in our agency received public records training in 2018. They completed online courses available from the Secretary of State in iLearnOregon.
Land Use Board of Appeals	Melissa Ryan, Board Chair, Land Use Board of Appeals 775 Summer Street NE Suite 330, Salem Oregon 97301 (503) 373-1265	Sara Urch, Compliance Specialist (Staff Attorney), 775 Summer Street NE, Suite 330, Salem Oregon 97301 (503) 373-1265	Not posted yet.	We do not track costs incurred in processing public records request. Responding to records requests is part of the core job function of LUBA's ESS-2 and paralegal.	Not that I am aware of.

Landscape Architecture Board	Christine Valentine, Administrator (Exec. Director), Oregon State Landscape Architect Board, 707 13th St. SE, Suite 114, Salem, OR 97301, 503-589-0093, oslab.info@oregon.gov	Christine Valentine, Administrator (Exec. Director), Oregon State Landscape Architect Board, 707 13th St. SE, Suite 114, Salem, OR 97301, 503-589-0093, oslab.info@oregon.gov	https://www.oregon.gov/landarch/Pages/LawsRules.aspx	No. Historically have not received many requests and therefore this kind of tracking has not been deemed prudent especially considering 1 FTE size of operations.	No specific training.
Landscape Contractors Board	Kim Gladwill-Rowley Program Manager Kim.Gladwill@oregon.gov	Kim Gladwill-Rowley Program Manager Kim.Gladwill@oregon.gov	https://www.oregon.gov/LCB/docs/Current%20Forms/PublicRequest.pdf	We do not track the costs incurred to processing public records requests	Our board member take the required course when they are first appointed and I believe public records laws are part of that course.
Liquor Control Commission	Kelly Routt, Director of Administrative Policy & Process, Oregon Liquor Control Commission. Phone: 503-872-5007 Email: kelly.routt@oregon.gov	OLCC does not have a central custodian of records. Requests are transmitted to the division responsible for the records and an available staff member will respond.	https://www.oregon.gov/olcc/pages/public-records-request.aspx	No	One-on-one informal training from Kelly Routt, Director of Administrative Policy & Process

Long-Term Care Ombudsman	Fred Steele agency director fred.steele@oregon.gov	Lené Garrett Deputy Director lene.garrett@oregon.gov	ORS 192.324(7) - at least the 2017 version (I do not know if it has been updated in a recent legislative session) does not require such policy to be posted on our website or otherwise public posted. The statute requires that the agency "shall make available" a written policy - which we have done upon request.	no.	No.
Lottery, Oregon State	Taylor Paulsen, Sr. Executive Assistant Email: publicaffairs.lottery@state.or.us	Taylor Paulsen, Sr. Executive Assistant Matt Shelby, Public Information Manager Email: publicaffairs.lottery@state.or.us	https://www.oregonlottery.org/about/public-interaction/public-records-request	No	None in 2018.

Marine Board	Oregon State Marine Board June LeTarte, Executive Assistant (503) 378-2617 june.letarte@oregon.gov	Oregon State Marine Board June LeTarte, Executive Assistant (503) 378-2617 june.letarte@oregon.gov Oregon State Marine Board Janess Eilers, Manager - Registration (503) 378-2599 janess.eilers@oregon.gov	https://www.oregon.gov/osmb/info/Documents/PublicRecordsRequestProcedures.pdf	as set in policy	none
Massage Therapists, Board of	Ekaette Udosenata Harruna Operations and Policy Analyst Ekaette.udosenata@state.or.us	Bob Ruark Executive Director Robert.ruark@state.or.us	The board references the DAS public Record Request Policy found at the following link. https://www.oregon.gov/das/Docs/PRR%20policy.pdf	NO	No

Medical Board	Elizabeth Ross, Oregon Medical Board, Legislative & Policy Analyst, 971-673-2667, elizabeth.ross@omb.oregon.gov	Josh Paul, Public Information Specialist, 971-673-2700, info@omb.oregon.gov	https://www.oregon.gov/omb/board/Documents/public-records-policy.pdf , we are in process of updating to align with the newly adopted 2/1/19 DAS statewide policy.	OMB does not track the actual amount of staff time and other costs incurred to fulfill public records requests. OMB does not track costs beyond the fees collected, OMB collected \$23,737.20 (data as of 01/17/2019) in calendar year 2018.	OMB Legislative & Policy Analyst: webinar on Public Records given by Archives staff (3 hours). OMB Executive Administrative Assistant: webinar on Records Management given by Archives staff (1 hour). OMB Records Retention Coordinator: webinar on Records Disaster Preparedness given by Archives staff (1.5 hours) New OMB staff (7 staff members on November 7, 2018): Public Records training given by the Records Retention Coordinator (1 hour) All OMB staff: Retention Refresher at May 29, 2018 staff meeting given by the Records Retention Coordinator (~15 minutes) New Board and Committee Members as part of the on boarding process receive training in public records given by OMB's Executive Director and Assistant Attorney General (~15 minutes)
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Medical Imaging, Board of	Ed Conlow, Executive Director Board of Medical Imaging 971- 673-0216 ed.conlow@state.or.us	Ed Conlow, Executive Director Board of Medical Imaging 971- 673-0216 ed.conlow@state.or.us	https://www.oregon.gov/OBMI/docs/Public-Records-Mgmt-Policy-10.21.2016.pdf	We have not tracked costs. All our public requests have been for publicly-available licensee contact information, which we can provide same day and at no cost to us or to the public.	No
Military Department	Sean McCormick, Chief Financial Officer Oregon Military Department 503-584- 3875 sean.m.mccormick@mil. .state.or.us	Stephen Bomar, Director Public Affairs 503-584-3885 Stephen.s.bomar.mil@mial.mil Cory Grogan, Public Information Officer 503-378-3930 cory.grogan@mil.state.or.us Paula Negele, Public Information Officer 503-378-3930 paula.negele@mil.state.or.us	https://www.oregon.gov/OMD/AGC/Pages/agc_policies.aspx https://www.oregon.gov/oem/Pages/Contact-Us.aspx	Due to the low volume of Public Records requests we have not officially tracked the associated costs. We have deemed them to be minimal in nature. Should we see an increase in requests we would begin a more robust tracking process.	We have updated our Public Records Request Policy to comply with the statewide policy, but no official trainings on public records law have occurred.
Mortuary & Cemetery Board	Carla Knapp, Office & Licensing Manager Oregon Mortuary and Cemetery Board 800 NE Oregon Street, Suite 430 Portland OR 97232 971-673-1507 carla.knapp@state.or.us; mortuary.board@state.o r.us	Carla Knapp, Office & Licensing Manager Oregon Mortuary and Cemetery Board 800 NE Oregon Street, Suite 430 Portland OR 97232 971-673-1507 carla.knapp@state.or.us; mortuary.board@state.or.us	https://www.oregon.gov/omcb/pages/public-records.aspx	Not at this time.	No.

Naturopathic Medicine, Board of	Robin Crumpler, Admin Specialist 2 971.673.0193/naturopathic.medicine@state.or.us	Mary-Beth Baptista, Executive Director Robin Crumpler, Admin Specialist 2	https://www.oregon.gov/obnm/popdocs/PublicRecordsMgmtPolicy.pdf	0	No
Nursing Board	Barbara Holtry, Communications Manager, Barbara.Holtry@state.or.us	Barbara Holtry, Communications Manager, Barbara.Holtry@state.or.us and Kathleen Simpson, Administrative Assistant, Kathleen.Simpson@state.or.us	https://www.oregon.gov/osbn/Pages/records-request.aspx	Yes. We enter the amount in our database. We rarely charge for requests, so it's easy to track.	Board members and new employees are trained by the Communications manager at hire.
Occupational Therapy Licensing Board	Nancy Schuberg Executive Director, Occupational Therapy Licensing Board Nancy.schuberg@state.or.us / 971-673-0198	Nancy Schuberg Executive Director, Occupational Therapy Licensing Board OTLB.info@state.or.us / 971-673-0198	https://www.oregon.gov/otlb/Pages/Public-Records-Request.aspx	No. We absorb any administrative time in processing licensee mailing lists into the budget.	Our Administrative Asst completed SOS - Agency Records Office Bootcamp training in 11/2017, but none in 2018. We both plan to attend the DOJ law conference in Oct. of this year.
Optometry, Board of	Shelley Sneed Executive Director Oregon Board of Optometry 503.399.0662 x 1000 shelley.g.sneed@oregon.gov	Shelley Sneed Executive Director Oregon Board of Optometry 503.399.0662 x 1000 shelley.g.sneed@oregon.gov	https://www.oregon.gov/obo/board/Pages/public-record-requests.aspx	Yes if we bill for them	Yes from the Board's AAG

Parks and Recreation, Department of	Chris Havel, Associate Director, chris.havel@oregon.gov , 503-986-0722	Chris Havel, Associate Director, chris.havel@oregon.gov, 503-986-0722	https://www.oregon.gov/oprd/Pages/records_request.aspx Direct link: https://www.oregon.gov/oprd/docs/public-records-policy-20181025.pdf	No, unless we plan to charge (which is extremely rare). We do not currently have a good system to track requests or effort to fulfill them, though we have signed on to a DAS effort to find an enterprise-level solution.	No, but a practical train-the-trainer workshop on changes after session would be great. Also have to say ... thanks for tackling these thorny issues.
Pharmacy, Board of	Karen MacLean, Administrative Director karen.s.maclean@oregon.gov 971-673-0005	Most public records request come to me and are directed to and satisfied by other staff members. Some come directly to our investigative staff, but they send them to me and I get them to one of the people on the following list to satisfy. The following are staff that satisfy public records requests for the agency: Annette Gearhart, Compliance Secretary Annette.Gearhart@oregon.gov Kim Oster, Compliance Assistant Kim.Oster@Oregon.gov Sean Gilbert, Licensing Representative Sean.Gilbert@Oregon.gov Chrisy Hennigan, Licensing Program Supervisor Chrisy.Hennigan@Oregon.gov Jennifer Hummel, Licensing Representative Jennifer.Hummel@Oregon.gov Michael Hunt, Licensing Representative Michael.Hunt@Oregon.gov Rene Sanders, Licensing Representative Rene.Sanders@Oregon.gov Rachel Melvin, Executive Support Specialist 2 Rachel.Melvin@Oregon.gov	https://obop.oregon.gov/oboplookup/index.asp	No	I believe 1 or 2 people attended the SOS Public Records training in 2018.

Physical Therapist Licensing Board	Michelle Sigmund-Gaines Executive Director 971-673-0203 optlb.exec@state.or.us	Michelle Sigmund-Gaines Executive Director 971-673-0203 optlb.exec@state.or.us or physical.therapy@state.or.us	https://www.oregon.gov/PTbrd/docs/Public%20Record%20Management%20Policy.pdf	Yes; number of copies made tracked; project costs for personnel time tracked if request would take more than an hour to fully complete.	Yes; via iLearn SOS.
Police, Oregon State	Wendy Landers, Director Central Records Section Oregon State Police 3565 Trelstad Ave SE Salem, OR 97317-9614 Email: wendy.landiers@osp.oregon.gov Phone: (503) 934-0907 Cell: (503) 910-7239	For the Oregon State Police (OSP) all Public Record Requests are sent to and through the Central Records Section (CRS). In addition CRS handles other items for the agency. In the CRS unit there is 6 full time staff that are responsible for the timely fulfillment of public records, some discovery requests and some subpoena requests. The team of 6 staff works with all business units throughout OSP. The team of 6 staff facilitates all correspondences to requesters and works with requesters to ensure that all public records timelines are met. The team reports to a PEM A manager. OSP's CRS is under the direction of the PEM E (Wendy Landers) the PEM E is also OSP's custodian of record for the agency. Wendy Landers, Director Central Records Section Oregon State Police 3565 Trelstad Ave SE Salem, OR 97317-9614 Email: wendy.landiers@osp.oregon.gov Phone: (503) 934-0907 Cell: (503) 910-7239	https://www.oregon.gov/osp/programs/Pages/Public-Records-Requests.aspx	At Oregon State Police we track how much time is spent for each request as well as how much money was collected for each request.	The Central Records Section (CRS) PEM A manager completed in 2018 SOS - Archives - Agency Records Officer Bootcamp, SOS - Intro to Oregon Public Records Law (Records Management 101) and a DOJ training. The PEM A took information from these trainings and in turn provided training to the 6 full time staff that completes Public Records Requests for OSP. At OSP we have regularly scheduled meetings with our 6 staff that completes records requests. In these meetings we discuss Public Records Laws as well as any new DOJ

Psychiatric Security Review Board	Sid Moore; Deputy Director, PSRB; 610 SW Alder Street, Suite 420; Portland, OR 97205. 503-229-5596.	Jane Bigler; Ashley Wilsey: 610 SW Alder Street, Suite 420; Portland, OR 97205. 503-229-5596. psrb@oregon.gov.	www.oregon.gov/prb	In order to track public records request costs, the Psychiatric Security Review Board asks any staff members involved in responding to public records requests to keep track of the time spent on the public records request, and calculates charges based on the employee's hourly salary rate.	Deputy director Sid Moore received training through the iLearn web portal on records management as follows: "Records Disaster Preparedness" on 10/25/2018; and "What about the Records? Making Smart Decisions about Information Systems" on 11/20/2018. Though our records officer, Jane Bigler, has received training in the past (and will be taking at least two training sessions during 2019), she did not receive any training during 2018.
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Public Employees Retirement System	Alan L. Smith, PERS Records Officer/Manager Enterprise Content. Alan.Smith@pers.state.or.us 503 431-8951	Alan L. Smith, PERS Records Officer/Manager Enterprise Content. Alan.Smith@pers.state.or.us 503 431-8951	https://www.oregon.gov/pers/Documents/General-Information/Procedure-for-Public-Records-Requests.pdf	Yes - on an excel spread sheet. It is based on the current DAS policy on fees which are included on our web page. The records officer or coordinate works with business owners of information and uses their position to determine rate. Business owner provides time to produce to Records officer or coordinator.	~350 by Records Officer. Training is provided during initial orientation and internal news letter reminders. Annual records training currently in development will also include Public Records Processing through iLearn for improved tracking.
Public Safety Standards and Training, Department of	Linsay Hale, Professional Standards Division Director Department of Public Safety Standards and Training 503-378-2427 linsay.hale@state.or.us	Rebecca Hannon, Files Maintenance Specialist Department of Public Safety Standards and Training' dpsst.records@state.or.us	https://www.oregon.gov/dpsst/SC/Pages/RecordsRequests.aspx	No.	Yes. Most recently training was provided by Secretary of State personnel at the annual Employee Luncheon held in November, 2018.

Public Utility Commission	Diane Davis, Operations and Policy Analyst, diane.davis@state.or.us, (503) 378-4372	Public records request are directed to me, Diane Davis, Operations and Policy Analyst, diane.davis@state.or.us, (503) 378-4372	https://www.puc.state.or.us/Pages/Public_Records_Requests.aspx	If the requests take more than 30 minutes to fulfill, we informally track the information; i.e., a pencil and paper tracking of time spent kept. Time estimates received from Staff who compile information.	New employees received training as part of their orientation; training provided by Chief Administrative Law Judge.
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Revenue, Department of	Joy Krawczyk Communications Operations Manager, Department of Revenue 503-945-7796 joy.krawczyk@oregon.gov	Agency public records request coordinators are: Derek Gasperini, Communications Manager, 503-945-8565, derrick.w.gasperini@oregon.gov Joy Krawczyk, Communications Operations Manager, 503-945-7796, joy.krawczyk@oregon.gov Rich Hoover, Public Information Officer, 503-945-8559, richard.l.hoover@oregon.gov	https://www.oregon.gov/DOR/records/Pages/default.aspx For background, we have two type of public records requests: copies of prior years' tax returns (generally individual taxpayers) and all other records requests (media and general public). Because of the confidential nature of tax information, requests for prior years' tax returns follow a different process than requests for all other agency records. This is why there are two separate numbers provided for some of our subsequent responses.	We charge a flat \$5 rate for each copy of a tax return we provide. That cost includes the average time needed to pull, print/copy, and mail the record, and associated materials costs. For all other records requests, we only track the cost associated with fulfilling the request if it will likely exceed \$25 (one hour of clerical-level work). If we believe that's the case, we'll prepare an estimate of the cost of the staff time and materials (if applicable) required to fulfill the request and provide it to the requester.	We (Communications Section) participate in the agency's new employee orientation each month and our presentation includes information on public records basics, which includes the definition of public records, retention requirements, examples of agency records that are regularly requested and provided, agency process for routing and responding to requests, etc. We also presented information on public records at the agency's town hall forum during 2018. Employees can attend town hall in person, watch it live online, and access the recording of it at a later date. We also field questions from staff and managers throughout the year regarding public records and records retention.
State Lands, Department of	Melissa Pelton, Public Records Coordinator 503-986-5220, melissa.pelton@state.or.us 775 Summer St NE, Ste 100 Salem, OR 97301	Melissa Pelton, Public Records Coordinator 503-986-5220, melissa.pelton@state.or.us 775 Summer St NE, Ste 100 Salem, OR 97302	https://www.oregon.gov/das/Policies/107-001-030.pdf	Using the statewide fee schedule, fees are calculated based on time estimates, and tracked on the same spreadsheet that all Public Records Requests are tracked on.	Yes - Stephanie @ Archives

Transportation, Department of	Chris Warden, Document Services Lead, 503-851-9693 Chris.Warden@ODOT. State.OR.US	Lauri Kunze, Records, Rules and Policy Lead, 503-986-3171, Lauri.G.Kunze@ODOT.State.OR. US Fatima Vazquez, Program Assistant, 503-986-3281, Fatima.Vazquez@ODOT.State.OR. .US Billie Knapp, Policy and Delegation Analyst, 503-986-3277, Billie.J.Knapp@ODOT.State.OR. US Craig Daniels, Records Section Manager (DMV), 503-945- 5474 Robert.C.Daniels@ODOT.State.O R.US	Main Page: https://www.oregon.gov/ODOT/Get-Involved/Pages/Public-Records.aspx Policy: https://www.oregon.gov/ODOT/Get-Involved/PRR%20docs/ODOT%20Public%20Records%20Management%20Policy%20ADM%2007-01.pdf	ODOT did not track fees associated with public records requests in 2018. The agency is developing a process to track this information starting in 2019.	Department members did not receive training specifically related to public records laws during 2018. Some employees did receive training, however, in aspects of public records such as email management, etc.
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Travel Experience	Jim Denno, Exec Director, jimd@oregontic.com	Dee Hart, HR Manager, deeh@oregontic.com	Our policy is as follows: Public Records Requests Policy Travel Information Council will respond to all official requests for public records as soon as practicable and without unreasonable delay, according to timelines outlined in ORS 192.324 and ORS 192.329. Travel Information Council's procedures for managing public records requests are incorporated by reference here.	No	No
Travel Oregon	Jeff Hampton; VP, Operations, 971-717-6205; jeff@traveloregon.com	Linea Gagliano; Director of Communications, 971-717-6205; linea@traveloregon.com. Jeff Hampton; VP, Operations, 971-717-6205	http://industry.traveloregon.com/contact/	We do not currently track the costs incurred in processing public records.	No training. We have sought counsel from DOJ for each public records request we have received.

Veterans Affairs, Department of	Nicole Hoeft Communications and Information Director 503 373 2386 nicole.hoeft@state.or.us	Nicole Hoeft Communications and Information Director 503 373 2386 nicole.hoeft@state.or.us	https://www.oregon.gov/ODVA/Connect/Pages/Public-Records-Request.aspx	Yes - time spent and number of copies made in producing the records to respond to a public records request is tabulated by the staff member(s) actually performing the task. Those figures are then submitted to the records officer, who verifies the totals, applies fees per the Statewide Standardized Fee Schedule, applies adjustments as needed (fee waivers, etc.) and submits to the requester. A copy of the fee calculations is kept in agency files with each public records request to refer to as needed.	Yes, from SOS – Archives (iLearn courses)
Watershed Enhancement Board	Eric Hartstein, Senior Policy Coordinator eric.hartstein@oregon.gov. 503-986-0029	Eric Hartstein, Senior Policy Coordinator eric.hartstein@oregon.gov. 503-986-0029	https://www.oregon.gov/oweb/resources/Pages/Records-Request.aspx	No.	New board members receive training as they are being on-boarded by agency staff.

Youth Authority	Christine Kirk, Public Policy and Government Relations Manager	<p>To request former or current youth records, please contact*: OYA Records Center MacLaren Youth Correctional Facility 2630 North Pacific Highway Woodburn, OR 97071</p> <p>OYARecordsRequests@oya.state.or.us</p> <p>Phone: 503-986-0358 Fax: 503-986-0406</p> <p>* This office is located within a secure facility. Please contact by phone, fax, email or mail. To request public records other than youth records, or for information on subpoenas, please contact: Deborah Tuss Public Records, Risk and Legislative Analyst 530 Center Street NE, Suite 500 Salem, OR 97301-3777</p> <p>deborah.tuss@oya.state.or.us Phone: 503-378-8017 Fax: 503-373-7622</p>	<p>https://www.oregon.gov/OYA/pages/public_records.aspx</p> <p>https://www.oregon.gov/oya/policies/i-e-2.1.pdf</p> <p>https://www.oregon.gov/oya/policies/i-e-2.3.pdf</p>	Only for billing purposes. Otherwise no. The costs allowed to be collected by DAS do not cover costs. No reason to know what the gap is between what we can bill and what it actually costs.	No. Other than regular engagement with DOJ and myself.
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School District

Portland Public Schools	Ryan Vandehey, Public Records Officer, rvandehey@pps.net, 503-916-3385	Ryan Vandehey, Public Records Officer, rvandehey@pps.net, 503-916-3385	https://www.pps.net/cms/lib/OR01913224/Centricity/Domain/4814/250.010-P.pdf	Any contracted services or hard costs (e.g. physical media) related to processing public records requests are tracked within departmental budgets. Additionally, once a written cost estimate is prepared, internal time expended is tracked for those individual requests. These costs are then (as needed) reconciled against fees collected in order to calculate any refunds due.	Yes. The Public Records Officer and members of the general counsel's office continually seek expert guidance from outside counsel contracted to provide such advice and legal research resources.
Beaverton School District	Maureen Wheeler maureen_wheeler@beaverton.k12.or.us Public Communications Officer Beaverton School District 503-356-4360	Same as #1	https://www.beaverton.k12.or.us/district/Admin%20Reg%20and%20Policies/K%20Policies/KBA.pdf	We always provide the requestor with estimates to produce the records-staff time, copies, etc. We also work with them to potentially refine the request to lower the staff time and other costs. Cost are kept on file with the request.	Yes, from District counsel and me.

Hillsboro School District	Lowell Stuebe Records Manager stuebel@hsd.k12.or.us	Lowell Stuebe Records Manager 3083 NE 49th Place Hillsboro, OR 97124	https://docs.google.com/file/d/0B3vPxEn35tmVGJrY0xrBEFXQ00/edit	no	Yes. Myself
North Clackamas School District	Kerensa Mauck, Director of Business Operations mauckk@nclack.k12.or.us	The superintendent's office or the superintendents' designee at 12400 SE Freeman Way, Milwaukie OR 97222.	http://policy.osba.org/nclack/KL/KBA%20G1.PDF http://policy.osba.org/nclack/KL/KBA%20R%20G1.PDF	We are creating a shared document for us to record the details of public records requests, including costs.	We are currently developing it.
Bend-La Pine School District	Andrea Wilson, Executive Assistant andrea.wilson@bend.k12.or.us	Andrea Wilson, Executive Assistant andrea.wilson@bend.k12.or.us	https://www.bend.k12.or.us/district/organization/policies-search/2009/07/kba-ar-public-records-public-records-request-form	yes - by hourly rate of employee performing the work / expenses related to copying and mailing	yes - legal counsel and OSBA

Eugene School District	Lisa Fjordbeck, Executive Assistant to the Superintendent, fjordbeck_l@4j.lane.edu , Phone: 541-790-7706	Superintendent's Office Eugene School District 4J, 200 N. Monroe Street, Eugene, OR 97402. publicrecords@4j.lane.edu, Phone: 541-790-7707	Please see Board Policy KBA at: http://www.4j.lane.edu/board/policies/ See also procedures at: https://www.4j.lane.edu/communications/publicrecordsrequests/	When the district charges for its response to a request and the fee has been tendered, individual staff members are asked to track their time so as to ensure that if they spend less time than originally estimated we can refund an appropriate portion of the fee. We do not have a central tracking system in which we keep records of the amount of staff time devoted to responding to public records requests. Once a fee is received, it is accounted for in our financial services office. If you have questions, please call.	Our board is a policy making board and it adopted a revised public records policy in December 2018. The board members have delegated the administration of public records to the superintendent's office. The point person in the superintendent's office has received training during the OSBA conference in July 2018, and has had additional meetings during 2018 with the district's in-house counsel concerning Oregon public records law. Two of seven board members attended an OSBA conference offered in July 2018 during which public records training was provided. It is not known whether they attended. Six of seven board members attended an OSBA conference in November 2018 during which public records training was offered. It is unknown whether they chose to attend that portion of the meeting.
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Tualatin Valley Water District	Debbie Carper, District Recorder debbie.carper@tvwd.org 503-848-3014	Debbie Carper, District Recorder debbie.carper@tvwd.org 503-848-3014	https://www.tvwd.org/public-records-requests.aspx	Yes--we charge \$35/hour of staff time (after the first 30 minutes) and have a timesheet code staff uses to track their time spent on requests; material costs are based on actual costs (printing/copying/mailing) as determined by our Finance staff	Yes. The District Recorder provides new employee training on records management laws and internal policies
Jefferson CO RFPD #1	Jefferson County Fire District #1 Lee Patton, Rebecca Keegan Admin Assistants	Lee Patton or Rebecca Keegan Admin Assistants	http://www.jcfd-1.org/documents/PolicyManual.pdf	yes via quickbooks	yes from BOLI
Tualatin Valley Fire & Rescue	Melissa Mazurek, Records Analyst, 503-259-1148	Tualatin Valley Fire & Rescue Records Department: records@tvfr.com Kelsey Dietrick 503-259-1205 Melissa Mazurek 503-259-1148	https://www.tvfr.com/133/Public-Records	information not tracked	yes - from our Records Manager
Malheur County Soil and Water District	Linda Rowe, District Manager, 541-823-5143 lrowe@malcoswcd.org	Linda Rowe, district manager 541-823-5143 lrowe@malcoswcd.org	Lengthy policy was quoted: will need to attach to survey.	quick books	1 SDAO

Yamhill Communications Agency	Patti Sauers Executive Director patti.sauers@ycom911.org 503-435-5680	Patti Sauers Executive Director patti.sauers@ycom911.org Rita Baker Operations Manager rita.baker@ycom911.org Darci Ancalade Shift Supervisor darci.ancalade@ycom911.org	https://www.ycom911.org/links.html	No. If a large scale request were to be received - we would contact the requestor and converse about paring it down, and may prepare a cost estimate for their approval. We have not had a need to do this for several years.	Patti Sauers, Executive Director attended: Records Retention & Requests on 9/12/2018 By Matt Brown and Ginger McCall - Oregon State Archives Office
Metro Regional Government	Becky Shoemaker Records Officer / Archivist Metro 600 NE Grand Avenue Portland, Oregon 97232 503.797.1740 becky.shoemaker@oregonmetro.gov	Members of the public submit their requests using a variety of methods, e.g., Metro's website, email, USPS, phone, and walk-ins; hence, any staff member can be contacted. Staff has been trained to forward notification of requests to the Metro Records Officer prior to taking any action. Becky Shoemaker Records Officer / Archivist Metro 600 NE Grand Avenue Portland, Oregon 97232 503.797.1740 records@oregonmetro.gov	https://www.oregonmetro.gov/regional-leadership/request-public-records	Yes. Staff report their time to the Metro Records Officer via email or by using Metro's Public Records Request Fee Worksheet. The Records Officer enters the information in Metro's Public Records Request Audit Log (SharePoint site) for tracking/reporting purposes.	Yes. Metro's Records and Information Management (RIM) program provides training to staff.

Rainier Cemetery District	CYNDI WARREN, DISTRICT BOOKKEEPER, 503-728-2038, cyndi@dconnercpa.com <mailto:cyndi@dconnercpa.com>	KEVIN CRAWFORD, SEXTON, 503-556-9697, office@rainiercemeterydistrict.com<mailto:office@rainiercemeterydistrict.com>; CYNDI WARREN, DISTRICT BOOKKEEPER, 503-728-2038, cyndi@dconnercpa.com<mailto:cyndi@dconnercpa.com>	Attached to survey response: saved "Rainier Cemetary District public records request policy" under PRAC materials - 2019 Public Body Survey	YES, MISCELLANEOUS REVENUE WITH A MEMO OF WHAT THE FUNDS WERE DEPOSITED FOR	NO
Clatskanie Parks and Recreation District (<i>voluntary reporter; not part of original survey group</i>)	CYNDI WARREN, PARK OPERATIONS, 503-728-2038, cyndi@dconnercpa.com PO BOX 737, CLATSKANIE OR 97016	CYNDI WARREN, PARK OPERATIONS, 503-728-2038, cyndi@dconnercpa.com PO BOX 737, CLATSKANIE OR 97016	Attached to survey response: saved as "Clatskanie P&R District public records request policy" under PRAC materials - 2019 Public Body Survey	YES, THEY WOULD BE DEPOSITED INTO MISCELLANEOUS INCOME, WITH A NOTATION OF WHAT IT WAS FOR.	No

County					
Baker (<i>voluntary reporter; not part of original survey group</i>)	Heidi Martin Executive Assistant hmartin@bakercounty.org 541-523-8200	Baker County Commissioners 1995 Third Street, Suite 101 Baker City, OR 97814 hmartin@bakercounty.org 541-523-8200 Or to the Department they are requesting information from.	https://www.bakercounty.org/clerk/s/Public_Records_Request.pdf	No	Yes, it was reviewed by the Clerk.

Clackamas	Stephen L. Madkour, County Counsel 503/655-8362 smadkour@clackamas.us	Records Management 1810 Red Soils Ct, Suite 120 Oregon City, OR 97045	https://www.clackamas.us/rm/policy.html	Yes. Estimates are provided and requests are billed based on fully-loaded staff time.	Yes, from County Counsel.
Jackson	Joel C. Benton, County Counsel, 541.774.6163; bentonjc@jacksoncounty.org	Pursuant to County policy, public records may be sent to either Joel C. Benton, County Counsel, 541.774.6163, bentonjc@jacksoncounty.org or a designated person within each Department where the records are located. A list of each of the Departmental contacts is available as part of the County's public records request form at: http://jacksoncountyor.org/Departments/Counsel/Public-Records-Request	http://jacksoncountyor.org/Departments/Counsel/Public-Records-Request	Per Policy, the costs are tracked as to actual costs for staff time and other incurred costs and a set amount for producing the documents on a per page basis	Our District Attorney's Office (ODAA), County Counsel's Office (Oregon Public Records Advocate), and Human Resources Office (Internal). Additionally, County Counsel provides individual advice as necessary to the designated Departmental representatives.

Lane	Carol L. Pivoda Certified Paralegal	Miranda Rollins, Legal Assistant Kinzi Silburn, Administrative Tech Assistant Carol L. Pivoda, Certified Paralegal	https://www.lane-county.org/cms/Online.aspx?portalId=3585881&pageId=4132591	Each payment received is logged into an Excel spreadsheet and coded for different departments within the County in which we processed the PRR for. We fill out what is called a "receipt/transmittal entry form with the description, account code, fund, dept., program and whether the payment was by check or cash and the total amount. Those funds are deposited into the County department in which the records came from.	None.
Malheur	Gayle Trotter, County Clerk, 541-473-5151, countyclerk@malheurco.org ,				unknown
Umatilla	Doug Olsen, Umatilla County Counsel doug.olsen@umatillacounty.net	Doug Olsen, Umatilla County Counsel doug.olsen@umatillacounty.net	http://www.co.umatilla.or.us/RecordRequest.html	No	All training has been completed by outside agencies/sources.

City

Portland	Jenifer Johnston Senior Deputy City Attorney Portland Office Of The City Attorney 1221 SW Fourth Avenue, Room 430 Portland, OR 97204 Voice: 503-823-3077 fax: 503-823-3089 jenifer.johnston@portlandoregon.gov	A request may be submitted online at www.portlandoregon.gov/PRR . The request will then be routed to the appropriate contact. Otherwise, paper requests on the City's public records request form may be submitted to the contacts listed here: http://www.portlandonline.com/shared/cfm/image.cfm?id=189944 . Additionally, the paper form is available in multiple languages here: https://www.portlandoregon.gov/citycode/?c=35190&a=529827 . Those that require translated versions of the form have a method to submit online and the request will be routed to the appropriate contact to make the system more accessible to limited English speakers. Requests may also be made at the BDS permit center in person for copies of plans for issued building, site development, and zoning permits; permit inspection cards; sign permits, and Certificates of Occupancy.	https://www.portlandoregon.gov/citycode/article/621215	The City does not track total expenses spent on requests.	As of June 2016, all City of Portland employees are required to take an eLearning course called "Records Management: An Everyday Responsibility." The City Attorney's Office provides ongoing training and guidance to the employees responding to public records requests. These responders also received training this year from the State Public Records Advocate. The City Attorney's Office also provides training to managers in City Bureaus regarding public record requests.
Salem	Ruth Ann Stellmacher, City Recorder City of Salem 555 Liberty Street SE #205 Salem, OR 97301 rstellmacher@cityofsalem.net	Ruth Ann Stellmacher, City Recorder City of Salem 555 Liberty Street SE #205 Salem, OR 97301 cityrecorder@cityofsalem.net	https://www.cityofsalem.net/Pages/public-records-policy.aspx	Police use an Access data base, Court uses an Excel database, Legal uses a program called JustWare.	Yes, they received training from both the City Recorder and State Archives personnel.
Eugene	Samantha Roberts, Deputy City Recorder, 541-682-5042, sroberts@eugene-or.gov	Multiple	https://www.eugene-or.gov/519/Public-Records	No	Yes, by staff from the City Recorder's Office

Gresham	Patricia Tate, Paralegal Gresham City Attorney's Office 1333 NW Eastman Pkwy Gresham, OR 97030 patricia.tate@gresham- oregon.gov 503-618-2662	This information is available online at https://greshamoregon.gov/Public-Information-Requests/	https://greshamoregon.gov/Public-Information-Requests/	Costs are tracked only when research costs apply.	No formal training was conducted during 2018. Staff who respond to requests were advised of the 2017 changes to the public records laws. Any time a new staff person was assigned to respond to records requests they received individual training from Patricia Tate.
Hillsboro	Amber Ames, City Recorder, City of Hillsboro, 503-681- 6117, amber.ames@hillsboro- oregon.gov	Same as #1	https://www.hillsboro-oregon.gov/departments/city-manager-s-office/city-records-city-recorder/records-requests	No.	Yes, the City Recorder's office provided a records management "tips and tricks" presentation to multiple departments last year.
Beaverton	Deborah M. Baidenmann, Records Manager City of Beaverton dbaidenmann@beavertonoregon.gov 503-526-2436	Deborah Baidenmann, Records Manager dbaidenmann@beavertonoregon.gov Cathy Jansen, City Recorder cjansen@beavertonoregon.gov	in progress	Requests are tracked through an Access data base by name of requestor and date	Yes, Beaverton City Attorney's Office has presented public records law training.
Bend	Robyn Christie, City Recorder rchristie@bendoregon.gov	Same as #1	https://www.bendoregon.gov/government/departments/city-recorder/public-records-request	no	Yes, City Attorney

Medford	<p>Madison T. Simmons Senior Assistant City Attorney Madison.simmons@cityofmedford.org (541)774-2020</p>	<p>We encourage members of the public to reach out to the City via an online records request form, which then routes their request to the appropriate person or department. If a member of the public reaches out to the City with a public records request in person or by phone, they are directed to the department that can best fulfill their request, either by phone, in person, mail, email, or our website. The online records request form directs requesters to contact the City Recorder's Office with any questions. The contact information is as follows: City Recorder (Karen Spoonts) recorder@cityofmedford.org 541-774-2017</p>	<p>Our public records request policy is embedded in our online public records request form, which is accessible at: https://medford.seamlessdocs.com/f/recordsrequest</p>	<p>The City of Medford's Public Records Request Policy outlines our fee schedule, which describes the costs incurred by fulfilling public records requests. Our Policy provides as follows: Staff time: the City charges for staff time based on the time-intensity of the request. •For requests that require up to 30 minutes of staff time: no labor cost •For requests that require between 30 minutes and 2 hours of staff time: \$56/hour of labor time •For requests that require over 2 hours of staff time: actual cost of employee time oNote: Employee time is calculated as the responsive employee's hourly rate. Material costs are outlined in Exhibit A of our records request policy, which is provided to requesters. The City incurs material costs only to capture the actual price and wear/tear on City equipment.</p>	<p>Yes. The City Recorder provided training on records request requirements to each department after attending an Oregon Association of Municipal Recordors conference in September of 2017. Karen Spoonts, our City Recorder, along with the City Attorney's Office, held a meeting to provide a training on the new law and to provide guidance on how to use and respond to the records request form on Seamless Docs. Additionally, the City updated its public records request policy in early 2018. City staff received updates and training on how and when to use the new policy. Further, the City updated its website to ensure that the public records request form was easily accessible to the public from every department's web page.</p>
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Corvallis	<p>Carla Holzworth, City Recorder, City of Corvallis. 541-766-6901, x5075. Carla.holzworth@corvallisoregon.gov. PO Box 1083, Corvallis OR 97339-1083</p>	<p>Carla Holzworth, City Recorder, City of Corvallis. 541-766-6901, x5075. Carla.holzworth@corvallisoregon.gov. PO Box 1083, Corvallis OR 97339-1083</p>	<p>https://apps.corvallisoregon.gov/webdocs/showdoc.aspx?docID=976934</p>	<p>We only track costs when they involve a charge to fulfill requests. Many of our requests are provided for free (simple, easy to fulfill immediately). We do not track costs for those. For requests that are complex, staff gathering the data track how much time they spend and we charge according to the hourly rate it costs the city for that particular employee. We provide a substantial amount of public records through our Laserfiche web portal and whenever possible we point the requestor to where they could obtain the information through that path for free. If they prefer to pay our staff to gather the information, we do so.</p>	<p>Yes. As part of Council orientation, the City Recorder and City Attorney provide sessions about public records. Our Council terms are two years, and we just elected a new body, so their training was held in late 2018, shortly before they took office in January 2019.</p>
Oregon City	<p>Kattie Riggs, City Recorder kriggs@orcit.org 503-496-1505</p>	<p>Kattie Riggs, City Recorder kriggs@orcit.org 503-496-1505 Claudia Cisneros, Assistant City Recorder recorder@orcit.org 503-496-1509 Jennifer Garcia, Police Records Specialist ocrecords@orcit.org 503-657-4964</p>	<p>https://www.orcity.org/cityrecorder/public-records-request-policy-and-form https://www.orcity.org/police/records-unit</p>	<p>Not unless we have provided an estimate of costs. We track requests in SeamlessDocs and via email.</p>	<p>Yes, Kattie Riggs, City Recorder, and Jaime Reed, Assistant City Recorder (at the time) provided training to staff in May, June, and July 2018.</p>

Redmond	Kelly Morse, City Recorder City of Redmond 411 SW 9th St Redmond, OR 97756 541-923-7751 kelly.morse@ci.redmond.or.us	Kelly Morse, City Recorder, kelly.morse@ci.redmond.or.us Jackie Abslag, Project Manager, jaclyn.abslag@ci.redmond.or.us Linda Payne, Police Records Supervisor, linda.payne@ci.redmond.or.us	https://www.ci.redmond.or.us/Home/Components/ServiceDirectory/ServiceDirectory/24/211	No. We provide an estimate of the amount of time we THINK it will take to complete. We often are unable to recoup our costs.	Yes, from the State of Oregon.
Hermiston	Lilly Alarcon-Strong, CMC City Recorder lalarcon-strong@hermiston.or.us City Hall, 180 NE 2nd St, Hermiston, OR 97838 541-667-5004	Police Department Records- Amanda Hartsteen, Communications Manager ahartsteen@hermiston.or.us Hermiston Police Department, 330 S. First St, Hermiston, OR 97838 541-567-5519 Municipal Court- Dalia Madrigal, Court Administrator dmadrigal@hermiston.or.us Hermiston Municipal Court, 330 S. First St, Hermiston, OR 97838 541-567-6610 All other City Records Request- Lilly Alarcon-Strong, CMC, City Recorder lalarcon-strong@hermiston.or.us City Hall, 180 NE 2nd St, Hermiston, OR 97838 541-667-5004	https://hermiston.or.us/city-recorder/public-records-request	Police Department, Municipal Court and City Hall all use Caselle and Xpress Bill Pay to process and track payments. We also keep duplicate receipts with the request. Municipal Court and City Hall also track through a manual spreadsheet and the Police Department, in October 2018, began to log payments through GovQA.	Municipal Court- No Police Department & City Hall- Yes, July 12, 2018 in Pendleton, OR. Public Records Law & Advocacy presented by Kris Stenson and Ginger McCall. Additionally, City Hall/Lilly received additional training in September, 2018, through Oregon Association of Municipal Records (OAMR) Annual Conference through the Public Records Advocate Division/ Ginger McCall, Stephanie Clark, Kris Stenson.

Pendleton	Nancy Kerns, Attorney for City Of Pendleton 500 SW Dorion Ave. Pendleton, OR 97801\541-966-00206 nancy.kerns@ci.pendleton.or.us	Same as #1	https://pendleton.or.us/sites/pendleton.or.us/files/File/permits-forms/request_public_records_form.pdf	we charge fees for staff time involved if in excess of 1/2 hour	yes-oregon city attorneys association
Coos Bay	Nichole Rutherford, Finance Director City of Coos Bay 500 Central Avenue, Coos Bay OR 97420 541-269-8915 nrutherford@coosbay.org	Finance Department 541-269-8915 finance@coosbay.org	http://coosbay.org/uploads/forms/Request_to_Inspect_Public_Records.pdf	We used a weighted wage for responding employees at actual time expended completing the request.	No.
Baker City	Julie Smith, HR Manager/City Recorder 541-524-2033 juliesmith@bakercity.com	Julie Smith, City Recorder 541-524-2033 juliesmith@bakercity.com Phoebe Wachtel, Police Office Manager, 541-524-2014	http://www.bakercity.com/DocumentCenter/View/1544/Public-Records-Request-Form	No (only materials would be tracked) staff time is not tracked.	No formal training in 2018-just policy review of Oregon Revised Statutes.
Lincoln City	Cathy Steere, MMC City Recorder City of Lincoln City 541-996-1203 email - csteere@lincolncity.org	Cathy Steere, MMC City Recorder City of Lincoln City 541-996-1203 email - csteere@lincolncity.org	https://www.codepublishing.com/OR/LincolnCity/	No. Not tracked.	Yes from the City Recorder and City Attorney.

Public bodies that did not respond to the survey

State branch or agency

Advocacy Commission

Criminal Justice Commission

Disabilities Commission

Early Learning Division

Examiners for Speech-Language Pathology & Audiology, Board of

Forestry, Department of

Health Licensing Office

Housing and Community Services, Department of

Labor and Industries, Bureau of

Library, Oregon State

Mental Health Regulatory Agency

Public Defense Services

Tax Practitioners, Board of

Teacher Standards and Practices Commission

Veterinary Medical Examining Board

Water Resources Department

Wine Board

Youth Development Council

School District

Salem-Keizer School District

Medford School District

Tigard-Tualatin School District

Gresham-Barlow School District

Special Service District

Deschutes Valley Water District

Lincoln Soil and Water District

Columbia 9-1-1- Communications District

County

Klamath

Marion

Multnomah

Tillamook

Washington

City

Springfield

Klamath Falls

La Grande

Astoria