

## City of Sweet Home

### REQUEST FOR INFORMATION POLICY

In accordance with State Law, every person has the right to inspect any non-exempt public record of the City of Sweet Home subject to reasonable procedures and costs associated thereto. As such the City of Sweet Home recognizes and respects the public's right to public documents and the importance of maintaining orderly files to facilitate public access in an efficient and cost effective manner. This policy shall govern the request and distribution of Public Records for the City of Sweet Home.

#### **Policy:**

1. The City shall permit inspection and examination of its non-exempt public records during regular business hours in City Offices, or such other locations as the City may designate from time to time.
2. All requests to inspect a public record should be in writing when possible with the date, name, address and signature of person making the request.
3. The request form must contain the specific records requested, furnish the dates, subject matter and such other detail as necessary to enable City personnel to readily locate the records sought.
4. The City shall respond in writing to all public document requests acknowledging the receipt of the request in as timely a manner as is practicable and include at least one of the following:
  - a. A statement that the City is not in possession of the requested records;
  - b. A request from the City clarifying the records request
  - c. Copies of the requested records
  - d. A statement that the City is in possession of at least some of the requested records, the estimated amount of time before the records requested may become available, and a cost estimate for providing the records;
  - e. A statement that the City is uncertain if it is in possession of the records and the amount of time the City needs to search for the records; or
  - f. A statement that the records requested is exempt from public disclosure under state and federal law.
5. The City shall not create any new documents or customize any existing documents in response to a records request.
6. If the public record is maintained in machine readable or electronic format the City will provide copies of the record in the form requested if available. If the records is not available in the form requested it will be made available in the form in which it is maintained.
7. A person making a public records request may personally inspect the requested records during normal business hours. A City staff person shall be present while any original public records are being inspected.
8. In order to recover costs for responding to Public Records Requests, the City shall establish by separate Resolution fees and the manner of there calculation as applicable for the research and reproduction cost of Public records.
9. All requests for Public records shall be addressed to the City Manager or his/her designee.

Adopted by the City Council this 11<sup>th</sup> Day of December, 2007