

CITY OF VERNONIA
RESOLUTION NO. 29-10

**RESOLUTION OF THE CITY OF VERNONIA ESTABLISHING
A PUBLIC RECORDS POLICY**

WHEREAS, the City of Vernonia (the "City") recognizes the statewide policy regarding inspection of public records not otherwise exempted from disclosure by law and desires to establish a policy to make disclosure while ensuring that privacy rights are protected;

WHEREAS, the City desires to adopt a Public Records Request Fee Schedule to calculate the costs of providing those services and to reimburse the City for the actual cost of summarizing, compiling or tailoring the public records responding to public records requests.

NOW, THEREFORE, THE VERNONIA CITY COUNCIL RESOLVES AS FOLLOWS:

Section 1. The City hereby designates the City Recorder as the official custodian of public records of the City of Vernonia.

Section 2. All public records requests shall be submitted to the City Recorder using forms prescribed by the City Recorder. Requests for public records shall not be processed unless submitted in writing to the City Recorder, with a copy to the City Administrator, at 1001 Bridge Street, Vernonia, Oregon 97064.

Section 3. All public records requests must be signed by the requestor, dated with the actual date submitted, include current and accurate contact information (name, address, and telephone number) and identify the public record requested.

Section 4. The City shall charge a public records fee as set forth in the City's Public Records Request Fee Schedule in effect on the date the request is submitted. If the fee for a request is greater than \$25, the City will inform the requestor of the amount of the fee in a communiqué directed to the contact address specified in the request. The requestor must confirm or modify the request to the City Recorder in a dated writing before the City will proceed with processing the request.

Section 5. The City may waive or reduce the fees specified in the Public Records Request Fee Schedule if the request is in the public interest as provided by law. The requestor shall have the burden of showing the public interest, subject to appeal to the District Attorney, as provided by law.

Section 6. The City shall make requested records available for inspection at City Hall. Certified copies of records shall be provided in accordance with the Public Records Fee Schedule. Original documents will not be released except by court order.

INTRODUCED AND ADOPTED this 21 day of June, 2010.

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