

**CITY OF WALDPORT, OREGON  
PUBLIC RECORD REQUEST POLICIES AND PROCEDURES**

**City of Waldport Public Records Policy**

**Governing Laws:** The City of Waldport uses ORS 192 to guide all policy and decisions regarding public records.

**Records Requests:** Requests must be made under the Oregon Public Records Law. Some requestors will make their request under the federal Freedom of Information Act. While Oregon public entities are not bound by this act, the City will respond to the request as if it was made under the Oregon Public Records Law. The City requires that requestors use the city form provided to ensure that all information is collected, and that proper notice has been received regarding our policy and response. ALL PUBLIC RECORDS REQUESTS ARE PUBLIC RECORD. They will be published online including all information and all significant responses regarding them in order to ensure no duplicate requests, and to create transparency around the process.

**Information Required:** All information on the forms must be filled out and/or provided. Failure to do so will result in the request being return for being insufficient. Anonymous requests for basic information are allowed, however – any petition for fee waiver, or any record requested under conditional exemption MUST provide a legal verifiable name as specified by the Oregon Public Records Advocate.

**Process of Request:** This form can be mailed or submitted in person. Mailed requests MUST be accompanied by the minimum processing payment for records requests. Once received the city will response per the process as outlines in ORS 192. Due to the complexity of requests, and limited staffing, the city may not be able to respond to complex request in the timeline prescribed by Oregon Law – however, cities are granted a timeline exemption under ORS 192.329(8), and will make all effort to do so timely.

**Contents of Requests.** Requests should contain a statement of sufficient specificity to determine the nature, content, and probable department within which the record may be located.

**Fees.** The city has established the minimum fees for the records requests.

All records requests have a minimum fee of \$25. This accounts for the time for staff to process the request in accordance with ORS 192.329 at the most basic level. This is the actual cost, as over time we have noted that at minimum every request takes 30 minutes.

Once responded, depending on the nature of the request additional fees may be requested. These fees shall reflect actual or expected costs. They may be based on, but not limited to, personnel costs, and costs associated with materials used in processing the request. When the estimate exceeds the actual cost, the City shall refund the overpayment.

Personnel costs include, but are not limited to, employee time spent while locating, compiling, reviewing, separating, and copying records, including time required to segregate or redact exempt information and time spent supervising public inspection of records. Costs shall be determined at an hourly rate equivalent to the salary plus benefits (computed at an hourly rate) of each employee involved in processing the request.

The city reserves the right to assign any appropriate staff person to this process, based on the nature of the process. The more basic request may be processed by the City Recorder, but a more complex request may involve the City Manager and/or City Attorney.

The requestor shall also reimburse costs for photographs, audiotapes, and other non-paper materials. Copies are provided at \$1/per page.

The City may waive or reduce the fees if it is determined that the waiver or reduction of fees is in the public interest because making the record available primarily benefits the general public. The City will conduct 'Public Interest Balancing Test' as described by the state Attorney General's Public Records Manual to determine this.

No fees shall be collected beyond the initial fee until the requestor has responded to the fee request per ORS 192.329(3)(a).

**Responses:** The city will publish in a conspicuous place on our website all Public Records Requests and once completed, the full copy of the responses. Once so published, this provision should allow no one to need to submit a records request again for the same record. They will be stored by year, and removed only after seven (7) years.

**Anonymous Requests:** Per the Public Records Advocate of Oregon (Feb 2026)

*"There are, however, circumstances in which a public body may appropriately inquire into a requester's identity or purpose. Two common examples are: (1) when a requester seeks a fee waiver or significant fee reduction on the grounds that disclosure is in the public interest, and (2) when a requester seeks to overcome a conditional exemption by demonstrating that the public interest in disclosure outweighs the interest in confidentiality. In those situations, ORS 192 requires that the public body's determinations be reasonable. Making a reasonable, case-by-case decision often requires information about the requester's identity, purpose, and ability to disseminate the records to those affected. Relevant case law has recognized that such factors may be considered when evaluating public interest arguments in these contexts."*

**Disclaimer:** Pursuant to ORS 192.335 the city "..., acting in good faith, discloses a public record in response to a request for public records is not liable for any loss or damages based on the disclosure unless the disclosure is affirmatively prohibited by state or federal law or by a court order applicable to the public body. Nothing in this subsection shall be interpreted to create liability on the part of a public body, or create a cause of action against a public body, based on the disclosure of a public record."

## City of Waldport Public Records Request Form

Name of Requestor/Entity: \_\_\_\_\_ Date: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

I request the record to be supplied by email or by postal mail. (circle one)

Is this request related to a lawsuit or tort notice file with the city: Yes / No (circle one)

-----

I hereby request inspection and/or copies of the following records:

---

---

---

---

---

---

---

---

---

---

---

---

- Provide as much detail on the records requested as possible – the most common reason for delay is the lack of specificity (type of document, date, author, title etc)
- Place separation between multiple records being sought (attach additional sheets if needed)

I have read and understand the City of Waldport's Public Record Policy and agree to comply with the stated conditions. I will be noticed of any fee beyond the initial filing fee, and understand that no record will be provided until that fee is paid.

I understand that some records may be exempt under ORS 192 and as such, the city may provide a list and explanation of exempted records under the review.

A fee waiver may be requested upon presentation of additional costs to produce the record. I understand that a review of that request may require additional information.

\_\_\_\_\_  
Requestor's Signature

\_\_\_\_\_  
Date Signed

-----

Date received: \_\_\_\_\_ Fee paid: \_\_\_\_\_

*For City staff use only*