

WRITTEN PROCEDURES FOR MAKING PUBLIC RECORDS REQUESTS TO OSU

OSU PUBLIC RECORDS RULE: Rules regarding public records requests made to Oregon State University ("OSU") are available in OSU's Oregon Administrative Rules, at 576-004-0000 through 576-004-00020.

http://arcweb.sos.state.or.us/rules/OARS_500/OAR_576/576_tofc.html

OSU PUBLIC RECORDS OFFICER: Requests for OSU public records may be made by e-mail to this address: publicrecords@oregonstate.edu

Or by regular US mail to this address:

Mark McCambridge
Office of Finance and Administration
Oregon State University
640 Kerr Administration
Corvallis, Oregon 97331-2156

REQUEST CONTENT: Each public records request must describe the public records requested with such reasonable and sufficient specificity to allow OSU to identify and locate the requested public records. If a request does not comply with the requirement of reasonable and sufficient specificity, the request will be denied until this requirement is satisfied. Requestors should also provide OSU with a U.S. mailing address to which responses can be directed.

FEES CHARGED FOR PUBLIC RECORDS RESPONSES: OSU and its departments may charge fees to reimburse its costs for the duplication, copies, and preparation of public records requested by a person under OAR 576-004-0000 et. seq. The fees are set forth in the OSU list of fees and charges adopted by OAR 576-010-0000. Currently, OSU charges requestors \$0.25 per page plus the hourly rate of the person or persons responding to the request times the amount of time the person or persons required to respond to the request. The University will not produce public records requested until fees associated with their production are paid.

WAIVER OF FEES: The University may produce public records without charge or at a substantially reduced fee if the University determines that the waiver or reduction of fees is in the public interest because making the information, materials, and documents available primarily benefits the general public. The person requesting the public records must request a waiver or reduction of fees and must explain why allowing the waiver or reduction is in the public interest.

DENIAL AND APPEAL: The University may deny a request for public records if the records are exempt from disclosure or if the conditions for requests are not met. The University will send a written denial to the requestor. A person who has been denied information may petition the Attorney General in accordance with Oregon Revised Statutes at section 192.450.