



Public Records Requests

Eugene Water & Electric Board

Oregon law (ORS 192.324(4) and (5)) provides that the Eugene Water & Electric Board (EWEB) may establish cost-recovery charges reasonably calculated to reimburse EWEB for the actual costs of making public records available. The costs associated with compiling a public records request may include locating records, reviewing records for exempt material, supervising a person's inspection of original records, copying records, redaction, certifying records as true copies, and transmitting records. Charges may also include the cost of time spent by legal counsel in reviewing the public records, redacting material, or segregating the records into exempt and nonexempt records.

As a public utility owned by the citizens of Eugene, EWEB strives for transparency and will make efforts to mitigate barriers for those seeking public records. We also have a responsibility to comply with public records requests in a manner that minimizes costs to all customer-owners. We will consider requests for waivers or a reduction of charges in instances where EWEB deems the release of public records primarily benefits the general public.

Requests which take a total of 30 minutes or less of staff time for readily-available documents and can be fulfilled by emailing the records will be fulfilled without cost. This waiver of charges is available once per requestor in a rolling 12-month period.

If charges are estimated to exceed \$25, EWEB will provide a cost estimate to the requestor to verify whether or not the requestor wishes to proceed. The requestor will be notified if actual costs exceed the written estimate given. Actual costs are payable to EWEB prior to the release of records.

EWEB has established the following charges on a per-request basis:

Labor Charges

Staff time:	Actual cost
Attorney's review:	Actual cost

Copy Charges

Double-sided copies:	\$0.25 per page
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Recordable Media Charges

USB Drive:	\$5.00
CD:	\$1.00
DVD:	\$1.00

Postage Charges

Postage:	Actual cost
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Public Records Request

Eugene Water & Electric Board

Requestor: Name: _____
Address : _____
Phone: _____ Email: _____

Specific records requested: (continue on back of form if necessary)

Requestor asks to: **Inspect** **Receive a copy** **Inspect and make a copy**

In accordance with Oregon Public Records Law and EWEB's Inspection of Public Records Policy, Requestor agrees to pay EWEB for all fees reasonably calculated to reimburse EWEB for its actual costs in making records available, before the records will be released for inspection.

Date

Signature of Requestor

Requestor acknowledges:

I have inspected and/or received copies of the requested records.

Date

Signature of Requestor