

**FRONTIER TELENET
RESOLUTION NO. _____**

**RESOLUTION OF FRONTIER TELENET ESTABLISHING
A PUBLIC RECORDS POLICY**

WHEREAS, FRONTIER TELENET, an ORS Chapter 190 intergovernmental entity, 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; and,

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

NOW, THEREFORE, FRONTIER TELENET RESOLVES AS FOLLOWS:

Section 1. **FRONTIER TELENET** hereby designates the **FRONTIER TELENET Board of Directors** as the official custodian of public records of **FRONTIER TELENET**.

Section 2. All public records requests shall be submitted to **FRONTIER TELENET** using forms prescribed by the **FRONTIER TELENET Board of Directors**. Requests for public records shall not be processed unless submitted in writing to the **FRONTIER TELENET Board of Directors**.

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. **FRONTIER TELENET** shall charge a public records fee as set forth in the Public Records Request Fee Schedule in effect on the date the request is submitted. If the fee for a request is greater than \$25.00, **FRONTIER TELENET** 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 **FRONTIER TELENET** in a dated writing before **FRONTIER TELENET** will proceed with processing the request.

Section 5. **FRONTIER TELENET** 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. FRONTIER TELENET shall make requested records available for inspection at its office or a specified location. 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 _____ day of _____ 2017.

FRONTIER TELENET

By: _____
Judge Gary Thompson

By: _____
Judge Steve Shaffer

By: _____
Judge Lynn Morley

FRONTIER TELENET
Procedure for Public Records Request

*This request for public information is a public record,
subject to disclosure under the public records laws.*

A request for public records that are in the custody of **FRONTIER TELENET**, an ORS Chapter 190 intergovernmental entity, may be made by submitting a written request to:

Name of Individual/Department: _____

Title or Position: _____

Date of Request: _____

Contact Information of Person making the request:

Name: _____

Address: _____

Phone: _____ FAX: _____

E-mail Address: _____

I hereby request the following: _____

Signature: _____ Print: _____

FRONTIER TELENET will provide the public with reasonable opportunity to inspect records at its offices during usual business hours, and reserves the right to require an employee to supervise while inspection occurs.

FRONTIER TELENET will respond to a written request for public records "as soon as practicable and without reasonable delay."

Pursuant to **FRONTIER TELENET** Resolution No. _____ **FRONTIER TELENET** charges an administrative fee to cover the cost of research, supervision, inspection, production, reproduction, and redaction, if necessary, of **FRONTIER TELENET** records for distribution to members of the public. Fees are due in advance or at the time of receipt of materials or service.

Payment Received by: _____ Fee Paid: \$ _____

Date: _____ Receipt No.: _____

FRONTIER TELENET calculates fees for responding to public records requests in the following manner:

Photocopies:

8-1/2 x 11	Single Sided	\$ 0.25 per page
	Double Sided	\$ 0.30 per page
11 x 17	Single Sided	\$ 0.30 per page
	Double Sided	\$ 0.45 per page

Faxes: Sending/Receiving \$ 1.00 per page

Hourly Rates for Employee Time: These charges include researching, locating, compiling, editing or otherwise processing information and records:

Administrator	\$ 40.00 per hour
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Cost for Delivery of Records: Actual costs incurred such as postage and courier fees.

Attorney Fees Charges to FRONTIER TELENET: Actual attorney fees charged to **FRONTIER TELENET** for the cost of time spent by an attorney in reviewing the public records, redacting material from the public records, or segregating the public records into exempt and nonexempt records.

FRONTIER TELENET may require prepayment of estimated fees before taking further action on a request.