



Request to Inspect Frontier Telenet Nonexempt Public Records;¹ Processing Procedures and Fee Schedule

*Note: Any request submitted to Frontier using this form is itself a public record
subject to disclosure under the public records laws.*

I. Records Request Required Information

A request for public records that are in the custody of Frontier Telenet, an ORS Chapter 190 intergovernmental entity, may be made by filling out Section 1 and emailing a signed copy to records@frontier-telenet.org (preferred method) or mailing it to P.O. Box 171, Fossil, Oregon 97830 ATTN: N. Lynn Morley, President.

Name of Requestor: _____

Date of Request: _____

Contact Information of Person making the request:

Address: _____

Phone: _____ FAX: _____

E-mail Address: _____

I hereby request the following public records: _____

Signature: _____

Date Submitted: _____

¹ Initially capitalized terms used herein shall have the meaning ascribed to them in Oregon's Public Records Laws found in ORS Chapter 192.

II. Frontier Telenet Records Request Processing Procedures

Frontier Telenet will provide a written response to qualifying requests for public records “as soon as practicable and without unreasonable delay.” Frontier Telenet will thereafter provide the public with a 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.

III. Frontier Telenet Records Request Fee Schedule

Pursuant to a records request policy approved by the Frontier Telenet Board of Directors at a meeting held on August 25, 2017, 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.

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

Cost for Delivery of Records: Actual costs incurred such as postage and courier fees.

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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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.