



AP 3300 Public Records

References:

ORS 192.311 to 192.478

Definition of a Public Record:

Public records are “any writing containing information relating to the conduct of the public’s business that is prepared, owned, used, or retained by a public body regardless of physical form or characteristics, including, but not limited, to, handwriting, typewriting, printing, photographing, and every means of recording, including letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, files, facsimiles, or electronic recordings.”

Records that are exempt from disclosure may not be inspected or copied by members of the public. Personally Identifiable Information (PII) must be redacted from records before they are disclosed to the public. Student records are not public records.

Requesting a Public Record:

Members of the public may request to inspect or copy public records. Rogue Community College (RCC) has a form on the college [website](#) for public record requests. Written requests containing the same information as the online form, including agreement and compliance with conditions, may be emailed to RCCpublicrecordsrequest@roquecc.edu, or delivered in person to the Operations and Finance Administration Office, Building JO-2 located on the Redwood Campus.

Any request to inspect records shall be made sufficiently in advance of the date of inspection to allow staff members time to assemble the records and identify any records that may be exempt from disclosure.

Under Oregon law, RCC must acknowledge receipt of a written request to inspect or receive copies of public records within five business days. Public records requests are considered received by RCC when read by the recipient. Once acknowledged, RCC will complete its response to the request as soon as practicable and without unreasonable delay. “Business day” is defined as “a day other than Saturday, Sunday or a legal holiday and on which at least one paid employee of the public body that received the public records request is scheduled to and does report to work.” Further, “business day” does not include any day on which the central administration offices of the College are closed.

Fees:

Requester will be notified in advance if there will be a fee to respond. Rates are assessed based on the actual labor costs associated with responding to the request. Fees must be paid in advance, and are calculated as follows:

- No fee if the response requires less than 30 minutes of staff time to complete.



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- Up to \$90 per hour if the response requires more than 30 minutes to complete.
- Up to \$150 per hour for legal review, including redaction & segregation of exempt & non-exempt records.
- Up to \$200 per hour for data analysis and custom report generation.
- \$0.25 cents per page for B/W per side photocopies.
- \$1.50 per page for Color per side photocopies.
- Actual cost for delivery of records, such as postage or courier fees.
- Actual cost for use of material and equipment for reproduction of non-standard records, such as audio or video tapes.
- \$50 per file for a virtual file transfer.
- \$15.00 per memory stick. The College will not use memory sticks supplied by requester.

Fee Waiver:

The fee may be waived or reduced if the furnishing of the copies is determined by the College to be in the public's best interest as set forth in ORS 192.440(4)(5).

Procedure for RCC employees who receive a public records request:

RCC employees should direct inquirers to make their requests using the online request [form](#), or by contacting the [Public Records Custodian](#). Employees familiar with the nature or location of the requested records, should also contact the Public Records Custodian directly at 541-956-7000. The Public Records Custodian will coordinate with appropriate faculty or staff in identifying, collecting and providing any requested records subject to release.

Subpoenas

Note that a subpoena is NOT a public records request; it is a court order. If an employee is served with a subpoena, they should make note of how and when it was received, retain all documents, and contact, the [Registrar](#) at 541-956-7199 for educational records and the [Risk Management Department](#) at 541-956-7061 for all other subpoenas.. The court imposes strict and often very tight deadlines in responding to subpoenas.

Person to contact in regards to public records requests:

Finance & Operations Administration
RCCpublicrecordsrequest@roquecc.edu
(541) 956-7000

Rescinds Procedure Number: None

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Accreditation reference updated January 27, 2020
NWCCU Standard removed May 2020 by OCCA