

September 27, 2018

The Public Records Advisory Committee is tasked, under ORS 192, Temporary Section 10, with “[S]urvey[ing] state agency and other public body practices and procedures” regarding public records request processing.

In an effort to fulfill this responsibility, the Office of the Public Records Advocate has drafted the following survey questions and submitted them to the Committee for its consideration and approval.

1. Please provide the name, job title, and contact information of the person completing this survey.
2. Please provide the name(s), job title(s), and contact information of the official(s) within your agency to whom public records may be sent, per ORS 192.324(7).
3. Please provide a URL link to your publicly posted public records policy, per ORS 192.324(7).
4. As of the date of your response to this survey, how many requests have your agency received in calendar year 2018?
5. How many requests did your agency receive in calendar year 2017?
6. What method(s) of tracking public records requests does your agency utilize?
7. As of the date of your response to this survey, what is the total amount in fees that your agency has requested to fulfill public records requests submitted in calendar year 2018?
8. As of the date of your response to this survey, what is the total amount of fees that you have collected for public records requests in calendar year 2018?
9. What is the total amount in fees that your agency requested to fulfill public records requests submitted in calendar year 2017?
10. What was the total amount of fees that your agency collected for public records requests in calendar year 2017?
11. Which exemptions does your agency most frequently cite in order to justify record withholdings? (List up to five)
12. What is the average amount of time it takes your agency to acknowledge a request?
13. What is the average amount of time it takes your agency to fully respond to a request? (Fully could mean providing all responsive records, or providing a portion of records with cited exemptions justifying withholding, or denying the request entirely)
14. Have members of your agency received training on public records requests during 2018? If so, from whom?

15. How many lawsuits that include a public records-related claim have been filed against your agency in the past five years?
16. Does your agency have a backlog of requests? How long or how many records?
17. How many full time employees do you have devoted to the processing of public records requests? Approximately what percentage of each of these employee's time is spent processing public records requests?

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