

ADMINISTRATIVE POLICY PUBLIC ACCESS TO PORT RECORDS	Policy No. 7.1.05
	Original Date: December, 5 1989
	Revision Date: November 18, 2015
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	Owner: Information Technology

1. PURPOSE

The objectives of this policy are to ensure that public access to Port of Portland records is provided in accordance with Federal and State rules and regulations and to demonstrate the Port's commitment to transparency in a publicly responsive manner.

2. PERSONS AFFECTED

This policy applies to all Port employees (regardless of status), contractors, consultants, vendors, partners, and other authorized users of Port records, information, or data.

2.1 Failure to Comply

Failure to comply with this policy and associated procedures and standards may result in disciplinary action up to and including dismissal for employees or termination of contracts for contractors, partners, consultants, and other entities.

3. POLICY STATEMENT

Oregon law states that every person has a right to inspect any nonexempt public record. A "public record" includes any writing that contains information relating to the conduct of the public's business, including but not limited to a document, book, paper, photograph, file, audio, magnetic or optical recording, prepared, owned, used or retained by a public body regardless of physical form or characteristics. [ORS 192.410 to 192.505]

It is the policy of the Port to provide public access to Port records in an efficient and responsive manner through use of published request procedures and through prompt acknowledgement of all requests.

Unless expressly waived, pursuant to ORS 192.440(4)(a) the Port will impose a fee equivalent to the Port's actual cost of making a public record available.

Management responsibility for public access to Port records is assigned to the Records Manager. The Records Manager will establish a framework of policies, standards, and procedures to meet all functional aspects of public access to Port records requests that collectively allow the Port to be in compliance with the State of Oregon public record laws.

At a minimum, the Public Access to Port Records framework must address the following:

- a) Protocols and forms necessary to request Public Access to Port Records
- b) Staff obligations to deliver services and materials
- c) Schedule of fees charged for record copies
- d) Record Requests monitoring and reporting

4. DEFINITIONS

None applicable

5. RELATED POLICIES, PROCEDURES, AND GUIDELINES

Policy 7.7.08, *Records Management*

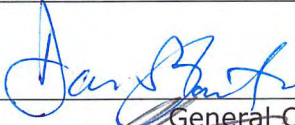
Procedure 7.1.05.P1, *Public Access to Port Records*

Standard 7.1.05.S1, *Public Records Price List*

6. REVISION HISTORY

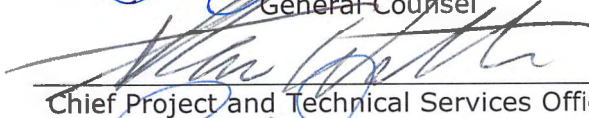
Administrative Policy No 7.1.05: Public Access to Port Records	
Date	Description of Modification
12/05/1989	Policy approved. Name given is <i>Public Access to Port Records</i> .
09/24/1991	Revision approved.
06/09/1995	Revision approved.
12/29/2000	Revision approved.
08/06/2001	Revision approved.
07/29/2003	Revision approved.
09/01/2013	Major revision for new format and content.
11/18/2015	Updated Department name and corrected typo, where it references the procedure.

Reviewed



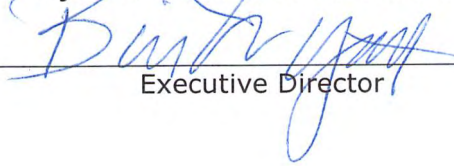
General Counsel

Reviewed



Chief Project and Technical Services Officer

Approved



Executive Director