

RESOLUTION No.

36756

Implement an updated Uniform Public Records Request Form and schedule of Standard Fees for Public Records Requests. (Resolution)

WHEREAS, the current Uniform Public Records Request Form creates the potential for inaccurate or incomplete public records requests due to its layout;

WHEREAS, the current schedule of Standard Fees for Public Records Requests does not clearly indicate whether the fees comprise all City staff time spent fulfilling public records requests;

WHEREAS, the current schedule of Standard Fees for Public Records Requests does not encourage the reproduction of City records in electronic format, in contravention of the City's stated sustainability goals and policies; and,

WHEREAS, the City Attorney's Office sought and received comments from bureaus and offices on its draft updated Uniform Public Records Request Form and draft updated schedule of Standard Fees for Public Records Requests.

NOW, THEREFORE, BE IT RESOLVED, that the City of Portland values a more consistent and timely response to public records requests;

BE IT FURTHER RESOLVED, that the City of Portland desires a public records requests process consistent with its stated sustainability goals and policies;

BE IT FURTHER RESOLVED, that the City of Portland will begin using the new Uniform Public Records Request Form on or before January 1, 2010;

BE IT FURTHER RESOLVED, that the City of Portland, with the exception of those bureaus or offices maintaining separate fee schedules, will begin using the new schedule of Standard Fees for Public Records Requests on or before January 1, 2010;

BE IT FURTHER RESOLVED, that future updates to the Uniform Public Records Request Form and schedule of Standard Fees for Public Records Requests may be adopted by the City Auditor by administrative rule without further Council approval; and

BE IT FURTHER RESOLVED, that this resolution shall be binding City policy and filed as such in the Portland Policy Documents repository.

Adopted by the Council: **DEC 16 2009**

LAVONNE GRIFFIN-VALADE

Auditor of the City of Portland

By



Deputy

Auditor Griffin-Valade
Prepared by: Eric Shaffner
December 10, 2009

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Agenda No.
RESOLUTION NO. 36756
Title

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INTRODUCED BY Commissioner/Auditor: Auditor LaVonne Griffin-Valade	CLERK USE: DATE FILED <u>DEC 11 2009</u>
COMMISSIONER APPROVAL	<div>LaVonne Griffin-Valade Auditor of the City of Portland</div> By: <u>Susan Parsons</u> Deputy ACTION TAKEN:
Mayor—Finance and Administration - Adams	
Position 1/Utilities - Fritz	
Position 2/Works - Fish	
Position 3/Affairs - Saltzman	
Position 4/Safety - Leonard	
BUREAU APPROVAL	
Bureau: Auditor Bureau Head: LaVonne Griffin-Valade <u>LaVonne Griffin-Valade</u>	
Prepared by: Eric Shaffner Date Prepared: 12/10/09	
Financial Impact Statement Completed <input type="checkbox"/> Amends Budget <input type="checkbox"/> Not Required <input type="checkbox"/>	
Portland Policy Document If "Yes" requires City Policy paragraph stated in document. Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>	
Council Meeting Date December 16, 2009	
City Attorney Approval <u>APS</u>	

AGENDA
TIME CERTAIN <input type="checkbox"/> Start time: _____
Total amount of time needed: _____ (for presentation, testimony and discussion)
CONSENT <input checked="" type="checkbox"/>
REGULAR <input type="checkbox"/> Total amount of time needed: _____ (for presentation, testimony and discussion)

FOUR-FIFTHS AGENDA	COMMISSIONERS VOTED AS FOLLOWS:		
		YEAS	NAYS
1. Fritz	1. Fritz	✓	
2. Fish	2. Fish	✓	
3. Saltzman	3. Saltzman	✓	
4. Leonard	4. Leonard	✓	
Adams	Adams	✓	