information or clarification or affirmatively declines to provide additional information or clarification. If the requester does not respond to the District's request for clarification or additional information within 60 days, the District will close the request.

3.4 **Completed Response Deadlines.** Within ten (10) business days after the date which the District is required to acknowledge receipt of a public records request, the District will either complete its response to the request, or provide a written statement that the District is still processing the request and provide an estimated date by which the District expects to complete its response. The timeframes established to acknowledge and respond to a request do not apply if compliance would be impracticable due to staffing unavailability, the District's ability to perform other necessary services, or the volume of other public records requests being simultaneously processed. If the District cannot comply with the five-business days acknowledgment or 10-business day response deadlines, the District must complete the public records request as soon as practicable and without unreasonable delay.

Section 4. Fees. The Oregon Public Records Law allows the District to recover its actual costs in fulfilling a public records request. If the estimated fee is greater than $25, the District will provide the requester with written notice of the estimated amount of the fee and request written confirmation. In such instances, the District will not fulfill the public records request until the requester makes a deposit in an amount of the estimated fee. If a requester fails to provide written confirmation of the estimated fees within 60 days of the District's estimate, the District will close the request.

4.1 **Fee Schedule.** The fees listed below are reasonably calculated to reimburse the District for its actual costs in making the records available, and may include:

- Charges for the time spent by the District staff to locate the requested public records, to review the records in order to determine whether any requested records are exempt from disclosure, to segregate exempt records, to supervise the requester's inspection of original records, to copy records, to certify records as true copies and to send records by special or overnight methods such as express mail or overnight delivery;
- Charges for the time spent by the District's attorney reviewing, redacting and segregating records at the District's request;
- A per-page charge for photocopies of requested records; and
- A per-item charge for providing CDs, DVDs, audiotapes, or other electronic copies of requested records.

The District's public records fee schedule is as follows:

Copies	8.5 x11 Black and White	0.25 cents/page
	8.5 x11 Color	0.50 cents /page
	11x17 Black and White	0.50 cents/page
	11x17 Color	$1.00/page
	Nonstandard documents	Actual costs incurred by the District to reproduce them