



270 Columbia Blvd
St. Helens, OR 97051
Phone: (503) 397-2990
Fax: (503) 397-3198

Records Request Form

All records requests are subject to a \$10, per document fee, Custodian of Records time per hour charge, and any applicable District Attorney fees per Policy 801.

Requesting Party: _____

Address: _____

Contact Phone Number: _____

Type of Document Requested:

- Fire Investigation Report Other (_____)
- Patient Care Report

Preferred Method of Reception:

- Mail (addressed to: _____)
- Email (addressed to: _____)
- Fax (number: _____)
- Pick up at CRFR Admin Office (270 Columbia Blvd. St Helens, OR 97051)

Incident Reports Only:

Patient Name (if applicable): _____

Address of Incident: _____

Date of Incident: _____ Estimated of Time of Incident: _____

Payment for Report:

Charge per Report: \$10 Total Due: _____

Staff time (custodian) Total Due: _____

Payment Method: ___ Debit/Credit Card ___ Check *Cash is NOT accepted*

Card Number: _____ Exp. Date: _____ CVV Code: _____

(Card payment can also be made over the phone, M-Th from 8:00-5:00)

Signature of Requester: _____ Date: _____

Please return to CRFR Admin at 270 Columbia Blvd. St Helens, OR 97051 or by fax to (503) 397-3198

Release of Records

801.1 PURPOSE AND SCOPE

This policy establishes guidelines for the public to inspect and obtain copies of public records.

Inspection and release of records with protected health information is covered in the Patient Medical Record Security and Privacy Policy.

801.2 POLICY

The Columbia River Fire and Rescue is committed to providing public access to records consistent with Oregon's Public Records Law.

801.3 PROCESSING REQUESTS FOR PUBLIC RECORDS

Any member who receives a request for records shall route the request to the Custodian of Records or the authorized designee.

801.3.1 REQUESTS FOR RECORDS

The processing of requests for records is subject to the following (ORS 192.324; ORS 192.329):

- (a) The District is not required to create records which do not exist.
- (b) Within five business days of receiving a written request to inspect or receive a copy of a public record, the Custodian of Records or authorized designee shall acknowledge receipt of the request or complete the response to the request.
- (c) A written acknowledgement shall advise the requester of one of the following:
 1. The District is the custodian of the requested record.
 2. The District is not the custodian of the requested record.
 3. The District is uncertain whether the District is the custodian of the requested record.
- (d) As soon as reasonably practicable, but not later than 10 business days after acknowledgement of a receipt of the request, the Custodian of Records shall:
 1. Complete the response to the records request, or;
 2. Provide a written statement that the request is being processed and a reasonable estimated date on when the response should be completed based on the information currently available.
- (e) A request for records is considered complete when:
 1. Access or copies of the requested public records is provided to the requester, if no exemption applies or an explanation is provided to the requester regarding where the records are publicly available.
 2. A written statement is sent to the requester that an exemption exists and that access is denied.

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- (a) When a record contains material with release restrictions and material that is not subject to release restrictions, the restricted material shall be redacted, and the unrestricted material released (ORS 192.338).
 - (b) A copy of the redacted release should be maintained as evidence of what was actually released and should document the reasons for the redactions.
3. A written statement is sent to the requester that the District is not the Custodian of Records for the record requested.
 4. A written statement that state or federal law prohibits the District from acknowledging whether the record exists or that acknowledging whether the records exists would result in the loss of federal benefits or other sanctions. This statement shall include the state or federal law citation relied upon by the District.
- (f) If a fee is permitted under ORS 192.324(4) and the requester has been informed, the request is suspended until the requester has paid the fee or the District has waived the fee. If the fee is not paid within 60 days of informing the requester of the fee or the District has denied a request for a fee waiver, the request shall be closed.
 - (g) If necessary, the Custodian of Records or the authorized designee may request additional information or clarification for the purpose of expediting the response to the request. The response to the request is suspended until the requester provides the requested information, clarification, or affirmatively declines to provide the information or clarification. If the requester fails to respond within 60 days, the request shall be closed.
 - (h) If the public record is maintained in a machine readable or electronic form, a copy of the public record shall be provided in the form requested, if available. If the public record is not available in the form requested, the public record shall be made available in the manner in which it is maintained (ORS 192.324).

801.3.2 DENIALS

If the Custodian of Records determines that a requested record is not subject to disclosure or release, the Custodian of Records shall inform the requestor in writing of that fact and state the reason for the denial. When the denial is pursuant to federal or state law, the specific law shall be provided to the requester (ORS 192.329).

When asserting that a record is exempt, the written statement of denial shall include a statement that the requester may seek review of the determination pursuant to Oregon law as identified by ORS 192.329.

If the disclosure refusal is challenged by the requester by petition to the Attorney General or the Special District Attorney, the District will have the burden to support the denial (ORS 192.401; ORS 192.415).

801.4 RELEASE RESTRICTIONS

Examples of records with release restrictions include:

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- (a) Patient Care Reports (PCRs) (45 CFR 164.502) (see the Patient Medical Record Security and Privacy Policy)
- (b) Personnel or similar files (ORS 192.355)
- (c) Records pertaining to pending litigation (ORS 192.345)
- (d) Legal opinions
- (e) Arson investigations (ORS 192.345)
- (f) A personnel discipline action, including materials or documents in support of the action (ORS 192.345)
- (g) Test questions, scoring keys, and other examination data used to administer an examination for employment (ORS 192.345)
- (h) Contents of real estate appraisals prior to acquisition (ORS 192.345)
- (i) Records where disclosure is exempt or prohibited pursuant to provisions of federal or state law, including but not limited to provisions of the Evidence Code relating to privilege.
- (j) Records that relate to archeological site information (ORS 192.345)
- (k) Any public records or information prohibited from disclosure by federal law or regulations (ORS 192.355)
- (l) Any public records or information prohibited, restricted, or otherwise made confidential or privileged by Oregon law (ORS 192.355)

801.5 RELEASED RECORDS TO BE MARKED

Each page of any record released pursuant to this policy should be stamped in a colored ink or otherwise electronically marked to indicate the district name and to whom the record was released.