



REQUEST FOR INSPECTION OF PUBLIC RECORDS

To request to inspect or receive a copy of a Salem Area Mass Transit District (SAMTD) record, complete this form and submit it to: **Salem Area Mass Transit District, Attn: Public Records Officer, 555 Court St NE, Suite 5230, Salem, OR 97301-3980.** The request should identify the requested records as specifically as possible.

REQUEST SUBMITTED BY:		
NAME:		FIRM/COMPANY:
ADDRESS:		CITY/STATE/ZIP:
PHONE:	FAX:	EMAIL ADDRESS:
REQUEST DETAILS: Please describe the records as specifically as possible (subject, date range, departments, names, incident numbers, etc.). Preferred format (if available): ☐ Electronic (email) ☐ Thumb drive ☐ Paper copies ☐ Inspection only		
THIS REQUEST IS RELATED TO A CLAIM OR LITIGATION INVOLVING SAMTD: ☐ CLAIM (Please provide SAMTD Claim # if known, Claimant's Name and Incident Date) ☐ CIVIL JUDICIAL PROCEEDING (Please Provide Case Name, Court Docket #, Attorney's Name and other identifying information) <i>Providing this information is optional and is requested only to assist in locating responsive records; all public records requests are processed under Oregon Public Records Law regardless of the requester's status.</i>		

Staff Section:

Received By: _____ Date: _____

Comments:

Inspection of Public Records: Public Records are available for inspection weekdays, between the hours of 8 a.m. to 5 p.m., excluding observed holidays. No person examining records may write on them, fold them, alter their appearance or remove them from SAMTD property. District representative must be present during review of records, and staff time for monitoring may be charged at the same rates as search or review time.

Public Records Fees: SAMTD is authorized under public records law to recover its costs for making records available, that includes locating, retrieving, and compiling requested records, reviewing, redacting, and segregating exempt materials, supervising inspection of records, and duplicating, certifying, and mailing records. Fees for search time may be charged regardless of whether SAMTD is able to locate the requested records or if the records located are subsequently determined to be exempt from disclosure.

- **Duplication Fees:** Printed copies shall be provided at \$.10 per page for black and white (after the first 10 pages) and \$1 per page for color photocopies. Copies by facsimile (fax) machine shall be provided at \$.30 per page with a 20 page limit. Requested notarized signature or certified copy signature will occur at a cost of \$5 each.
- **Labor Fees:** Labor fees will occur to locate, review, separate, photocopy, download, format, transfer and otherwise prepare records if the time exceeds 15 minutes. Charges will occur at the following rate for each hour or fraction thereof: \$35 for Clerical time and \$70 for Records Officer, Supervisor or Manager time. These rates are designed to recover the District's actual costs for responding to public records requests in accordance with ORS 192.324(4)
- **Video Requests:** Video surveillance data is generally only available within a limited window of time before it is automatically overwritten by SAMTD's video surveillance systems. Because video is routinely overwritten after a limited retention period, the District may be unable to provide video if sufficient time has elapsed before this request is received. Thus, requests for video must be submitted promptly. Fees for CDs or DVDs will occur at a cost of \$10 each. Due to the possibility of computer viruses, SAMTD will not permit requestors to provide CDs or DVDs.
- **Additional Fees:** Actual cost for postage or other delivery costs will be charged. Maps and other non-standard documents will be in charged accordance with the actual costs incurred by SAMTD. Charges for legal counsel and their related administrative time will be based on actual costs. The costs of any necessary Attorney General review of requested public records will be charged to the requestor at the rate billed by the Department of Justice to SAMTD.
- **Payment:** SAMTD requires that all fees be paid in cash and in full, prior to furnishing any copies, material or information. When the fee is estimated to exceed \$25, SAMTD will provide the requestor with written notice of the estimated amount of the fee and will require written confirmation that the requestor intends to proceed with the request. If the estimated fee exceeds \$250, the District may require a deposit before proceeding further with the request.
- **Fee Waivers:** A waiver or reduction of fees may be allowed if it is determined that it is in the public interest, and that making the record available is a primary benefit to the general public. Fee waivers or reductions may be granted when disclosure primarily benefits the general public, as provided in ORS 192.324(5) and Policy 210 A person with a disability will not be charged any additional costs to provide records in an alternative form such as large print, braille, audio tapes, etc.

Signed:_____Date:_____

The District will acknowledge your request within five (5) business days. Within statutory timelines, the District will either provide the records, provide a written update, ask for clarification, or provide a fee estimate. If you do not respond to a clarification request or fee notice within 60 days, your request may be closed under ORS 192.329(4).

Last Updated: 12/18/2025