

From: Bill Harbaugh <wtharbaugh@gmail.com>
Subject: Re: STC meeting
Date: May 9, 2012 11:19:51 AM PDT



From: Bill Harbaugh <wtharbaugh@gmail.com>
Subject: Good news! Tu 9/20 meeting on public records, UO Transparency Committee
Date: September 15, 2011 10:05:45 PM PDT
To: Elizabeth Denecke <edenecke@uoregon.edu>, Dave Hubin <hubin@oregon.uoregon.edu>, Gordon Sayre <gsayre@uoregon.edu>, Kim Sheehan <ksheehan@uoregon.edu>, Robert Kyr <rkyr@uoregon.edu>, Chris Prosser <cprosser@uoregon.edu>

Hi All -

This is an invitation and agenda for the UO Senate Transparency Committee meeting, scheduled for Tu 9/20, 10:30 - 12:00 in room 410 PLC.

First, we have very good news to report. The UO administration has agreed to the STC proposal to waive the first \$200 of fees on all "public interest" public records requests. Our understanding is that requests from both the traditional press and new media outlets such as bloggers will be considered to be "public interest" by default. This fee waiver starts tomorrow, 9/15/2011. Additionally, Assistant to the President Dave Hubin has been appointed as supervisor for the Public Records Officer. This provides the committee with a clear path for questions about policy and procedures, and I think it's a very positive step. Meanwhile, the administration is still considering our proposal that

The UO should adopt a target of providing responsive documents within 5 working days of a public records request - the same target the Oregon Department of Justice uses.

This and other issues will be discussed at the meeting.

Now on to the specifics: The Senate Transparency Charge is here: <http://committees.uoregon.edu/node/363> Briefly, we are to

Review UO's procedures regarding access to public records and financial information, and evaluate the effectiveness of those procedures. Accept and review complaints from faculty, staff, or students regarding access to public records and financial information, and make suggestions to the UO public records officer and President's office on resolving such complaints.

All STC meetings are public meetings and I will send this announcement to others, you are encouraged to do the same. The agenda for this meeting is as follows:

- 1) A report from UO PR Officer Liz Denecke on UO's progress providing access to public records. There will be time for questions about this report, but I will encourage people to consider hold questions if they fit better with the rest the agenda.
- 2) Discussion of details of the fee waiver policy. I attach the Oregon DOJ policy. The Oregon DEQ policy is at <http://www.deq.state.or.us/records/requestingPublicRecords.htm>. Both are well thought out and apparently successful. The DEQ policy is more formal. People or groups apply for an exemption - which then does not have any explicit upper bound. While the waiver is in place now, obviously there are details of the implementation to discuss.
- 3) A time target for filling requests. The DOJ public records manual at http://www.doj.state.or.us/public_records/manual/public_records.shtml says

In the usual case, we think that it should be possible to make requested records available within ten working days. We recognize that in some case more time – even significantly more time – may be required.

The DOJ has an internal target of 5 working days as you can see from the attached. UO has a bad history with PR delays. The STC has proposed

1. The UO should adopt a target of providing responsive documents within 5 working days of a public records request - the same target the Oregon Department of Justice uses.

We see this as an aspirational goal, to be relayed to requesters, with an explanation that circumstances may mean it can't be met for them, in which case they will get an explanation for the delays within 5 days. This seems constant with the DOJ language.

- 4) Public records log: UO has decided to post the log of public records request online at <http://publicrecords.uoregon.edu/> - including names of those requesting the documents. We will discuss the pros and cons of this.

- 5) Public records reading room: The PR office has just started posting some documents online, at <https://jwj-app1.uoregon.edu:8443/index.html> I think this is a great idea. We will discuss the PRO's methods for deciding what documents should be posted and how to make the indexing more useful.
- 6) Faculty/OA/Staff student access to UO documents: This is w/in the committee's charge but outside the PRO office's role. We will discuss what the PR committee can and should do to improve access.
- 7) Financial Transparency Reports. Also w/in our charge, outside the PRO. We will discuss how we might deal with this in future meetings.
- 8) Other business?

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From: "Kron Michael C" <michael.c.kron@doj.state.or.us>
Subject: RE: quick q
Date: May 5, 2011 2:16:53 PM PDT
To: "Bill Harbaugh" <wtharbaugh@gmail.com>
Cc: "Green Tony" <Tony.Green@doj.state.or.us>

Bill, attached are our memos showing our internal deadlines and process. You will see that there is an initial memo and a revised policy memo sent later on. We do not require 5-day final response times in all cases, but that is what we are averaging.

Our policy of not charging for small requests is found in our administrative rules.
http://arcweb.sos.state.or.us/rules/OARS_100/OAR_137/137_008.html.

I don't think we have any written policy regarding fees for media requests. As a practical matter, we waive or reduce fees associated with media requests on a regular basis.

I am copying Tony to confirm, but I do not believe that we charged anyone for any of the public records posted on our website.

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<PRR policy memos.pdf>