



COLUMBIA 9-1-1 COMMUNICATIONS DISTRICT

P.O. Box 998

St. Helens, OR 97051

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HOW DO I GET COPIES OF AUDIO RECORDS AND OTHER PUBLIC RECORDS FROM COLUMBIA 9-1-1?

9-1-1 is responsible for maintaining and providing security for public records including documents and electronic/computer records made in the course of providing service. A seven month audio bank is maintained in accordance with Oregon State Archives, The Oregon Administrative Rules, November 15, 2006, Chapter 166, Division 150, County And Special District Retention Schedule, 166-150-0145 (6), 9-1-1/Public Safety Answering Point Records. The District complies with privacy and proprietary information laws governing its phone subscriber data.

A copy of a requested record may be released only with authorization from the public safety agency directly involved in the incident. The authorization is required to insure that the release of the requested record does not hinder a criminal investigation (ref: ORS 192.501(3)), or violate a medical patient's right to privacy. Use the attached form for obtaining authorization and to describe clearly the record you are requesting to be copied.

The following charges for public record copying are imposed to help offset research and processing costs. The authorization must be signed and the minimum fee must be paid at the time the request is submitted. Any additional charges must be paid prior to the release of the audio copy, photocopies, or certified copies.

All requestors of audio records or other types of records shall sign a release acknowledging receipt of the record copy when picking up the copy in person. Upon request copies will be sent by certified mail.

AUDIO RECORDS

Minimum \$50.00 fee, with an additional \$25.00 charge for any increment of each one half hour required for processing beyond the first hour. The minimum fee must be paid at the time of the request and any additional charges must be paid prior to the release of the audio copy.

PHOTOCOPIES OF DOCUMENTS

\$.15 per copy, plus a minimum charge of \$25.00 per each half hour or any increment thereof in excess of the first fifteen minutes required for research or processing the request.

CERTIFIED COPIES

\$1.00 per total record for true copy certifications.