

WOODLAND PARK SPECIAL ROAD DISTRICT
PO BOX 443
CHILOQUIN, OREGON 97624
EMAIL: woodlandparkrd@gmail.com
WEBSITE: woodlandparkrd.specialdistrict.org

Wednesday, May 27, 2020

Jack & Jan Cannon, Dale Wick
PO Box 49
Chiloquin, Oregon 97624

To all parties concerned.

This letter is to *confirm receipt* of your request to inspect or copy the Public Records of Woodland Park Special Road District (WPSRD). The intent of this letter is to comply with **192.329 Public body's response to public records request**.

Since the Oregon Public Records law quoted in your letter, 192.410, no longer exists, and to get this resolved in a timely manner, we will assume you are referring to ORS 192.311-192.338. Due to the error in your letter we make this assumption in good faith and we will excuse any negligence. It is not WPSRD's obligation to investigate and try to figure out what you are requesting. For future reference we will not entertain incorrect requests but will request clarification, causing a delay. To assist you with this, we have provided a copy of current public record laws.

Due to the extraordinary circumstances of Covid-19, our District and Board are practicing safe distancing and avoiding public meeting. We will at our discretion, provide the information for your review at a future business meeting once the Covid -19 restrictions are lifted. At this meeting it will be recorded that you have requested the information and we are providing it as part of our minutes. If you have any question regarding the files, please put your questions or concerns in writing to the Board after the meeting. We will create an agenda item to address your concerns at our discretion during *a future* monthly business meeting. We will not allow disruption of WPSRD business at this time.

We invite you to visit our Website: woodlandparkrd.specialdistrict.org. You will find transparency and a full understanding of our financial status as well as all meeting minutes with back up documentation as needed, *Per Oregon Law 192.324*. The intention of the website is to limit even eliminate the expense of paper, ink, and time, also to provide transparency and information to our community.

If you provide an email address, we can provide you with digital files. Please provide this request in writing with the specifics of what you are requesting to be sent via email along with one (1) valid email address.

If it is your intention to procure or view physical copies in lei of digital copies, we must impose a \$25.00 fee for the request. In response to your request to have the fees waived, we will deny this request since records are available to view and copy at your leisure via the website and offered email option. Once the fee of \$25.00 is received, along with written details, the copies will be made available to you at a future scheduled business meeting on record. If the fee or email request is not received with in 60 days from the date of this letter. We will assume we have fulfilled our obligation and your request will be considered fulfilled.

All correspondence relating to this request must be in writing as part of public record.

Thank you for your interest,

Faye Foster, Treasurer

Tena Crum, Chair