



Standard Operating Procedures

Topic: Public Records Requests

Date: April 22, 2026

☒ New

☐ Revised

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Purpose

This procedure describes how members of the public may request access to public records maintained by Worksystems in accordance with the Oregon Public Records Law, ORS 192.311 to 192.478. This procedure applies to all public records prepared, owned, used, or retained by Worksystems in the conduct of public business.

Public Records Contact

Worksystems designates the *Compliance and Procurement Manager* as the Public Records Officer responsible for receiving and coordinating responses to public records requests.

How to Submit a Public Records Request

Public records requests must be submitted in writing and may be submitted by email or U.S. mail to:

- info@worksystems.org; or
- 1800 SW First Ave, Suite 110, Portland, OR 97201

Include the following information in the request:

- Name of Requestor
- Organization/Company Name, if applicable
- Email Address
- Phone Number
- Detailed description of record(s) requested
- Any other relevant information that would assist in locating the records
- A clearly stated time period of the requested record(s)
- Date Submitted

Response Timeline

Upon receipt of a written public records request, Worksystems will acknowledge receipt of the request within five (5) business days. Worksystems will complete its response as soon as practicable and without unreasonable delay, consistent with ORS 192.324.

Inspection and Copies

If the requested records are subject to disclosure, Worksystems will provide copies of the records or arrange for inspection of the records. Records maintained in electronic form will be provided in the form requested if available, or in the form in which Worksystems maintains the records.



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Fees

Worksystems may charge fees reasonably calculated to reimburse the actual cost of making public records available, as authorized under ORS 192.324. When applicable, Worksystems will provide advance written notice of estimated fees before processing the request.

Exemptions and Redactions

Some public records or portions of records may be exempt from public disclosure under Oregon law. When applicable, exempt information will be redacted and nonexempt information will be made available.

Denials and Appeals

If a public records request is denied in whole or in part, Worksystems will provide a written explanation citing the applicable statutory authority. Requesters may seek review of a denial in accordance with ORS 192.407 to 192.431