

OAK LODGE SANITARY DISTRICT
INFORMATION DISSEMINATION POLICY

I. Purpose

The purpose of this policy is to guide staff regarding information, materials, work products, and communications available for public dissemination; and the processes available for distribution.

II. Scope

This policy applies to information, materials, work products, and communications irrespective of the form of generation and/or transmission produced by or for the District, District staff, or Directors. This policy does not alter the Public Records Policy of the District.

III. Policy Statement

Oregon's stated policy reads in part: "The Oregon form of government requires an informed public aware of the deliberations and decisions of governing bodies and the information upon which such decisions were made." The District is not only obligated to act in concert with this policy but embraces the concepts embodied in the policy statement. The Board of Directors desires to utilize available communication tools to efficiently communicate with the public, members of the Board of Directors, and District staff; and to disseminate information related to significant activities and decision-making processes undertaken by the District that may interest District committee members, customers, or the general public.

IV. Procedure

A. Categories of Information

1. Exempt Information
Records, which are exempt from disclosure under ORS 192.486, 192.501 or 192.502, or any other State or Federal Statute or law, shall not be disclosed.
2. Information Available for Distribution
Information, materials, work products, and communications produced by or for the District, District staff, or Directors, regardless of format or means of transmission, related to activities and decision-making processes undertaken by the District that may interest District committee members, customers, or the general public, may be distributed to anyone who has expressed interest in receiving such documents.

3. **Information Not Intended for Public Dissemination**
The District, District staff, directors, committee members, customers, and/or the general public may engage in written or oral communication or information exchange which is not related to decision-making or policy-making processes of the District. Such communications shall not be disseminated except under the provisions of the District's Public Records Policy. Where information not intended for public dissemination is the product of staff or directors, it shall be so designated.

B. Dissemination

The District shall use available communication tools to efficiently communicate and disseminate information. Use of electronic file exchange and communication reduces District expense in both labor and materials, and facilitates efficient information sharing. The District will strive to communicate in the most effective and efficient manner under the circumstances.

C. Interested Parties

The District shall maintain one or more lists of persons or organizations who have expressed an interest in receiving information. Such lists may include persons or groups with a limited expressed interest, or persons or groups with broader interests in the activities of the District. The District will make a reasonable effort to maintain such list or lists and to include information dissemination based upon expressed interests of the person or groups.

D. Requests for Information Not Intended for Public Discussion

When the District receives a request for exempt documents, information not intended for public discussion, or for internal documents, District staff will follow Oregon Public Records Law and the District's Public Records Policy.

E. Legal Review

Where information not intended for public dissemination is the subject of a public records request, District staff will consult with legal counsel who shall provide a legal opinion upon which District staff will rely in denying or complying with the request.

ADOPTED: September 11, 2007