

BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

In the Matter of Adopting a Policy)
For Posting Agenda Documents)
on the County Website)

Order No. 10-2015

WHEREAS, the Board of County Commissioners recognizes that the public has an interest in reviewing documents under consideration by the Board of Commissioners on its regular meeting agenda; and

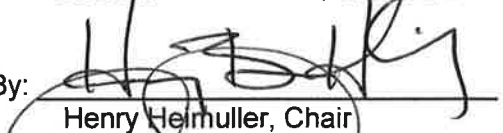
WHEREAS, the Board of County Commissioners currently makes documents available to the public for review in the Board's office and through the County's Public Record Policy; and

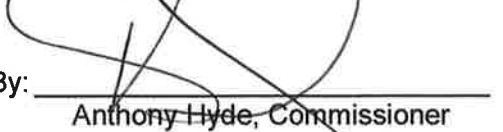
WHEREAS, although the Board of County Commissioners is not required to post documents to the County website, to promote transparency and for the convenience of the public, the Board desires to post certain documents it is considering on the County's website;

NOW, THEREFORE, it is hereby ordered that the attached Policy for Documents Added to Online Commission Meeting Agendas is hereby adopted, effective May 1, 2015.

Dated this 18th day of March, 2015.

BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

By: 
Henry Helmuller, Chair

By: 
Anthony Hyde, Commissioner

By: 
Earl Fisher, Commissioner

Approved as to form

By: 
Office of County Counsel

COLUMBIA COUNTY, OREGON

Policy for Documents Added to Online Commission Meeting Agendas

SECTION 1. PURPOSE

The County recognizes that the public has shown an interest in reviewing documents under consideration by the Board of Commissioners on its regular meeting agenda, including contracts, ordinances, etc. Although documents under consideration are available for inspection at the Board's Office, the Board recognizes that posting certain documents on the County website can increase citizen access to those documents. Oregon law does not require the County to post documents on the County's website, and it is inappropriate to post certain documents on the website, such as documents containing confidential or other sensitive information. Accordingly, the purpose of this policy is to establish a process and procedure for posting documents on the County website while protecting confidential or other sensitive information. This policy specifies what information can be included/attached to the Board of Commissioners' regular meeting agendas that are posted on the County website. Documents that are not posted on the website are subject to the Oregon Public Records Act, and may be requested in accordance with the County's Public Records Policy.

SECTION 2. SCOPE

This policy applies to all County officials, employees and agents, and to any person who submits documents for consideration at the Board of Commissioners' regular meeting. Where any section, subsection, sentence, clause or phrase of this Policy is found to be in conflict with any state or federal law or administrative rule, the terms of such laws or rules shall prevail.

SECTION 3. POLICY

Except as provided below, all documents listed for approval on the consent agenda, ordinances under consideration, and documents submitted for discussion will be posted to the County website. Documents containing the following information, or similar information not subject to disclosure will **not** be posted.

- Employee Personnel Data;
- Medical Information;
- Date of Birth;
- Social Security Numbers;
- Courthouse/IT Security Information
- Email Addresses;

- Trade Secrets of Private Companies;
- Executive Session Documents;
- Select to Pay;
- Other information exempt from disclosure.

SECTION 4. PROCEDURES

Any County Department that submits a document for addition to the regular Board meeting agenda, shall notify the Board Office Administrator if the document should not be posted to the website. All agenda requests and back up materials must be received by 9:00 a.m. Friday, the week prior to the regular Wednesday meeting.

SECTION 5. EFFECTIVE DATE

This Policy shall become effective May 1, 2015 by Board Order No. 10- 2015.