

Greater Albany SD 8J
Administrative Regulation

Code: **KBA-AR**
Adopted: 3/12/01
Revised: 9/11/06

Public Records

In compliance with ORS 192.430 the following guidelines apply to the dissemination, inspection and examination of the public records of the district:

1. All requests for information must be channeled through the superintendent or superintendent's designee;
2. All requests must be submitted in writing, and the district will respond in writing within a time frame consistent with the state statute. Reasonable accommodations will be provided for persons with disabilities upon request and with appropriate advance notice;
3. Where the labor effort is anticipated to exceed 15 minutes, labor, material and out-of-pocket charges will be reimbursed to the district and the estimated cost will be required to be paid in advance in the form of a deposit. Labor will be calculated at the hourly rate of \$35.00 per hour. Cost per copy is \$0.25 per page; other materials and out-of-pocket charges will be reimbursed at a rate determined by the district. Auxiliary aids and services for qualified persons with disabilities will be available at no additional charge;
4. The district reserves the right to restrict the inspection of public records to the district's facilities;
5. Information will be made available to individuals with disabilities in an appropriate format upon request and advance notice. Auxiliary aids and services available to qualified persons with disabilities may include large print, Braille, audio recordings, readers, assistance in locating materials or other equally effective accommodations.