

# Clackamas Education Service CESD

Code: **KBA-AR**  
Revised/Reviewed: 05/20/09

## **Public Records**

In compliance with Oregon law, the following guidelines apply to the dissemination, inspection and examination of the public records of CESD:

1. All requests for information must be made through the superintendent's office;
2. Requests for information concerning sensitive, technical or emotional issues may be required to be submitted in writing and CESD will respond in writing within a time frame consistent with the request. Reasonable accommodations will be provided for persons with disabilities upon request and with appropriate advance notice;
3. Where the labor effort exceeds 30 minutes, labor, material and out-of-pocket charges will be reimbursed to CESD. Labor will be calculated at the hourly rate of the employee affected. Materials and out-of-pocket charges will be reimbursed at the established rate of \$0.25 per page. Auxiliary aids and services for qualified persons with disabilities will be available at no additional charge;
4. CESD reserves the right to restrict the inspection of public records to CESD'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.