

Public Records

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

1. All requests for information must be made through the superintendent's office located at 1555 SW 35th Street, Corvallis, Oregon, 97333;
2. Requests for information concerning sensitive, technical, or emotional issues may be required to be submitted in writing and the district 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, fees will be charged that will reimburse the district for the actual cost of providing copies of public records. Labor and benefits will be calculated at the hourly rate of the employee affected. 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 some 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;
6. Individuals may request a waiver or reduction in fees for public records.