

Estacada School District 108

Code: **KBA-AR**

Revised/Reviewed: 6/22/83; 11/12/08; 10/12/16

Orig. Code(s): KBA-AR(1)

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 documents must be channeled through the superintendent or designee;
2. Requests for documents must be submitted in writing, and the district will respond in writing within a time frame that is consistent with the request. Reasonable accommodations will be provided for persons with disabilities with an advance request of two business days;
3. Where the district's labor effort is less than 30 minutes, neither labor time, nor costs for copying and materials will be charged, unless the request is 10 pages or more.
4. Where the labor effort exceeds 30 minutes, both labor and material charges will be charged and must be pre-paid.
5. Labor will be calculated at the hourly rate of the employee(s) affected. Unused pre-paid charges will be returned and unexpected additional charges must be paid prior to delivery of the requested documents. Auxiliary aids and services for qualified persons with disabilities will be available at no additional charge;
6. Documents will be made available to individuals with disabilities in an appropriate format upon written request and with adequate 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.