

# InterMountain Education Service District

Code: **KBA-AR**  
Revised/Reviewed: 1/19/11; 11/14/12

## Public Records

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

1. All requests for information must be made through the chief operation's officer's office located at 2001 SW Nye Ave., Pendleton, Oregon 97801.
2. Requests for information concerning sensitive, technical or emotional issues may be required to be submitted in writing and the ESD 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 the ESD. 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 \$0.03 per page. Auxiliary aids and services for qualified persons with disabilities will be available at no additional charge;
4. The ESD reserves the right to restrict the inspection of some public records to the ESD'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.

**REQUEST FOR PUBLIC RECORDS**

Requestor's Name (please print): \_\_\_\_\_

Requestor's Mailing Address: \_\_\_\_\_

Requestor's Telephone No.: \_\_\_\_\_

Description of the records requesting:  
(If additional space is required, please attach a separate sheet)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If the title of the document is known, please supply. If the title of the document is not known, please provide a statement of the subject matter for which documents are requested, a beginning date and an ending date for the time period of interest, and such other information as the requestor can supply to facilitate the location and copying of the records,

I understand that I shall be responsible for all fees resulting from the above request and that the InterMountain ESD will be keeping track of its actual costs, including the charge for the time spent by staff in locating the requested records, reviewing the records in order to delete exempt material, supervising a person's inspection of original documents in order to protect the records, copying records, certifying documents as true copies if certification is requested, sending records by mail or other special handling, and for a per page copy fee. I further understand that prior to the time that the InterMountain ESD staff will begin locating the records, staff will provide me with an estimated fee which I will pay. I agree that if the fee is insufficient to pay the actual costs finally determined, before I am entitled to the records I will pay any amount due. I will expect that if the estimated fee exceeds the actual costs, I will receive a refund for the excess.

I further understand that the InterMountain ESD may charge for search time even if they fail to locate any records responsive to the requestor or even if the records which are located are subsequently determined to be exempt from public disclosure.

\_\_\_\_\_  
Dated:

\_\_\_\_\_  
Requestor's Signature