

Jefferson School District 14J

Code: **KBA-AR**
Reviewed: 9/08/08

Accessing Public Records

Requests for public records in the custody of the District must be submitted in writing. All requests are to be directed to:

The Superintendent
Jefferson School District
1328 N Second Street
Jefferson, OR 97352
Fax: 541-327-2960

Oregon law provides that the District may require the requestor to cover the cost of compiling records. The costs associated with complying with a public records request may include locating, photocopying, reviewing, redacting, and mailing the documents. The fee schedule is as follows:

- 25 cents per page for the first 20 pages
- 15 cents per page thereafter.

If it is necessary to utilize outside resources to comply with the public records request, the actual costs may be charged.

The law also allows the District to recover the costs of additional staff resources required when complying with a request. Staff time is charged at the hourly billing rate, by position, as follows:

- Administrative Secretary - \$60
- Special Programs Secretary - \$50
- Business Manager - \$75
- Accounting Clerk - \$60