

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 10868 E. Mapleton Road, Mapleton, Oregon 97453;
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, labor, material and out-of-pocket charges will be reimbursed to the district. 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 \$.25 per page. 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.

Sample Form for Extending Time for Disclosure

Dear (individual involved):

We have been unable to fill your request dated _____ requesting:

(the records requested)

The reason or reasons is/are checked below:

- The requested records are stored in another location.
- The request required the collection of a large number of records.
- The request is categorical in nature and requires an extensive search.
- We have failed to locate the requested records in our initial attempt and the search is continuing.
- The requested records require examination by a competent person in order to determine which, if any, are exempt under Section 7 of the Act.
- It would unduly burden or interfere with the operations of this school district to fill the request within the initial seven working days.
- There is a need for consultation with another public body which has a substantial interest in the determination or in the subject matter of the request.

With respect to the records you have requested, such records will be available to you by _____* or we will make a decision denying your request by such date. Such date will be within seven additional working days from _____**.

Mapleton School District No. 32

By: _____

Title: _____

Date: _____

* Here, insert the date of the 14th working day after the request for records was received.

** Here, insert the date of the seventh working day after the request for records was received.

Sample Form for Denial Letter

Dear (individual involved):

You are hereby notified that your request for the disclosure of:

(the records requested)

is hereby denied and the reason for such denial is as follows:

(reason for denial, citing the exemptions under the FIA)

The person or persons making this decision to deny and their title or titles are set forth below:

Name: _____ Official Title: _____

Name: _____ Official Title: _____

Name: _____ Official Title: _____

You are hereby further notified that you have the right to appeal this decision to the Board of Directors who, under the Freedom of Information Act, will make a decision either to affirm the denial of disclosure or to allow disclosure within seven working days after you file a notice of appeal. Such notice of appeal should be filed within 14 days of your receipt of this letter.

Mapleton School District No. 32

By: _____

Title: _____

Date: _____

Sample Letter of Disclosure with Decision of Exempt Material

Dear (individual involved):

Pursuant to your request of _____ date _____, enclosed you will find copies of the record you have requested. Please note that pursuant to the Freedom of Information Act, certain material originally contained in such records has been deleted because such material is exempt material.

Mapleton School District No. 32

By: _____

Title: _____

Date: _____

Where the deleted material has been specifically requested the deletion may represent a denial. Therefore, it would be advisable to attach a letter of denial.

Sample Employee Memorandum Regarding Oral Request for Records

On the _____ Day of _____, 20 ____, at the hour of _____, the following individual(s) appeared in person at the district office and asked to inspect the following records:

Individual(s) making the request: _____

Record(s) sought to be inspected: _____

The above record(s) were presented to such individual(s) for inspection at _____ on the _____ day of _____, 20 ____.

The following records could not be presented: _____

The reason(s) for not providing the identified above records (or portion of records) was: _____

(Explain reason, e.g., the records were exempt records; they could not be immediately located and a search would continue; or no such records existed.)

Of the records requested, copies of the below records were provided ot or made by the individual(s) making the request: _____

Date and Time of Memorandum: _____

Signature of Employee: _____

Title of Employee: _____

Witness: _____