

Multnomah Education Service District

Code: **KBA-AR(2)**
Amended/Reviewed: 7/25/11; 12/12/11; 8/11/15

Making a Public Records Request

Request Procedure

A request for public records that are in the custody of MESD shall be made by submitting a written request to:

Public Information Officer
Multnomah ESD
11611 NE Ainsworth Circle
Portland, OR 97220

The request may be submitted in person, by mail, by fax or by email. The request must:

1. Include the name and address of the person requesting to view or receive a copy of the public record(s);
2. Include the telephone number or other contact information for the person making the request;
3. Include a sufficiently detailed description of the requested record(s) to allow MESD to efficiently search for and identify records encompassed by the request; and
4. Be dated and signed by the person making the request.

Calculating Fees

MESD calculates fees for responding to public records requests as follows:

1. Eight to ten cents per page for photocopies;
2. One dollar per page for records transmitted by fax;
3. Eight to ten cents per page for records transmitted by email. Large record requests may require more than one email for transmission;
4. Actual cost for use of material and equipment for producing copies of nonstandard records;
5. Five dollars per compact disk (CD) if the requester wants copies of the records placed on a CD. Due to the possibility of computer viruses, MESD will not allow requesters to provide their own CDs;

6. Labor charges which include researching, locating, compiling, editing or otherwise processing information and records. There will be no charge for the first 15 minutes, and a charge of \$25 to \$30 per hour following;
7. Actual delivery costs which include postage;
8. Actual per hour costs or fees charged to MESD for the cost of time spent by an attorney in reviewing the requested public records, redacting material from the requested public records or segregating the requested public records into exempt and non-exempt records; and
9. Any other actual cost(s) for locating, copying and other activities related to making the public records available.

MESD may require prepayment of estimated fees before taking further action on a request. MESD may reduce fees or allow a waiver of fees if MESD concludes making the record available primarily benefits the general public as a whole.