

Public Records Inspection and Dissemination Guidelines

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 submitted in writing using the district's ***Request For Public Records*** form (or a written request that includes all information on the form) and channeled through the superintendent or superintendent's designee;
2. 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. 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. The district reserves the right to withhold, upon written request, employee or volunteer addresses or personal telephone numbers contained in personnel records;
6. Information will be made available to individuals with disabilities in an appropriate format upon request and advance notice. Reasonable accommodations may be provided to qualified persons with disabilities and may include large print, Braille, audio recordings, readers, assistance in locating materials or other equally effective accommodations.

MILTON-FREEWATER UNIFIED SCHOOL DISTRICT #7
138 S. MAIN
MILTON-FREEWATER OR 97862

REQUEST FOR PUBLIC RECORDS

Requester's Name (please print): _____

Requester's Mailing Address: _____

Requester's Telephone No.: _____

Description of the records requested: (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 requester 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 Milton-Freewater Unified School District will be keeping track of its actual costs, including a 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 Milton-Freewater Unified School District 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 Milton-Freewater Unified School District may charge for search time even if they fail to locate any records responsive to the request or even if the records which are located are subsequently determined to be exempt from public disclosure.

Dated: _____

Requester's Signature