

**South Umpqua  
School District 19**

Code: **KBA-AR**  
Revised/Reviewed: 10/19/11; 10/18/17  
Orig. Code(s): 9002; 1047

**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 in writing using the district form provided and shall be made through the superintendent's office located at 558 SW Chadwick Lane, Myrtle Creek;
2. Requests for information concerning sensitive, technical or emotional issues will 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 people with disabilities, upon request and with appropriate advance notice;
3. Copy charges will be assessed for each copy requested. When the labor efforts exceeds 30 minutes, labor, materials 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 people 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 with advance notice. Auxiliary aids and services available to qualified people with disabilities may include large print, Braille, audio recordings, readers, assistance in locating materials, or other equally effective accommodations.

**South Umpqua School District 19**

**REQUEST FOR PUBLIC RECORDS**

Date of Request: \_\_\_\_\_

Name of person making request \_\_\_\_\_

What records are being requested? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why are records being requested?<sup>1</sup> \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Charges for retrieving records: \$ \_\_\_\_\_

\_\_\_\_\_  
Signature of person making request

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Date(s) records were reviewed or picked up: \_\_\_\_\_

District Staff \_\_\_\_\_

\_\_\_\_\_  
<sup>1</sup>Oregon Revised Statute (ORS) 192.501