

**Saint Helens  
School District 502**

Code: **KBA-AR**  
Adopted: 9/21/98; 5/31/07  
Revised: 10/27/08  
Orig. Code(s): KBA-AR

**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 located at 474 North 16th Street, St. Helens, Oregon or superintendent's designee;
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 15 minutes, both 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 \$0.25 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. The district reserves the right to withhold, upon written request, an individual's employee or volunteer address or personal telephone number;
6. 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.