

Willamette Education Service District

Code: **KBA**
Adopted: 7/08/03
Readopted: 10/11/05; 8/12/08; 6/09/09;
8/10/10; 1/24/12

Public Records

“Public record” means any information that:

1. Is prepared, owned, used or retained by WESD;
2. Is related to an activity, transaction or function of WESD; and
3. Is necessary to satisfy the fiscal, legal, administrative or historical policies, requirements or needs of WESD.

Public record does not include messages on voice mail or on other telephone message storage and retrieval systems or spoken communication that is not recorded.

Board meetings and records will be matters of public information subject to such restrictions as are set by federal law or regulation, by state statute or by pertinent court rulings.

The Board’s official minutes, its written policies and its financial records will be available at the Superintendent’s office for inspection by any citizen desiring to examine them during hours when the Superintendent’s office is open. All such information will be made available to individuals with disabilities in any appropriate format upon request and with appropriate advanced notice. Auxiliary aids and services available to ensure equally effective communications to qualified persons with disabilities may include large print, Braille, audio recordings, readers, assistance in locating materials or other equally effective accommodations.

The Board supports the right of the people to know about programs and services of their schools and will make every effort to disseminate information. Each principal is authorized to use all means available to keep parents and others of his/her particular WESD’s community informed about the WESD’s program and activities.

No records will be released for inspection by the public or any unauthorized persons – either by the Superintendent or any other person designated as custodian for WESD records – if such disclosure would be contrary to the public interest, as described in state law.

If a copy of a record is requested, the WESD will provide a single certified copy. If a request to inspect a record is made and the public record is maintained in a machine readable or electronic form, the custodian shall provide the record in the form requested, if available. If not available in the form requested, it will be provided in the form the public record is maintained. If a person who is a party to a civil judicial proceeding to which the WESD is a party or who has filed notice under ORS 30.275 (5)(a), asks to inspect or to receive a copy of a public record that the person knows relates to the proceeding or notice, the