



Code: **KBA-AR**
Adopted: 7/21/98
Revised: 11/15/11
Approved: *James F. Deary*

Public Records

In compliance with ORS 192.430 the following guidelines apply to the dissemination, inspection and examination of the public records of the ESD:

1. All requests for information must be channeled through the superintendent or superintendent's designee;
2. Requests for information concerning sensitive, technical or emotional issues may be required to be submitted in writing and the ESD 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 required to produce the records exceeds 30 minutes, and where a whole or partial fee waiver is not granted, the ESD will require reimbursement for the actual costs of providing the requested records. An estimate of such costs will be provided prior to the costs being incurred and payment will be required prior to actually providing the records. Actual costs may include locating, photocopying, reviewing or redacting and the actual hourly cost for the employee(s) or outside resources involved in making the record available.
4. The ESD reserves the right to restrict the inspection of some public records to the ESD's facilities;
5. The ESD reserves the right decline to provide records, or portions of records, that are exempt by law from public disclosure.
6. Information will be made available to individuals with disabilities in an appropriate format upon request and advance notice. Auxiliary aids and services for qualified persons with disabilities will be available at no additional charge; 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.