

Northwest Regional Education Service District

Code: **KBA-AR**
Revised/Reviewed:
1/15/08; 08/08/17; 10/15/2021
Orig. Code(s): KBA-AR

Public Records

A Public Records Request Form is attached

The Northwest Regional Education Service Education (NWRES D) complies with Oregon Revised Statutes involving inspection of public records. Any person shall have the right to inspect public records of the NWRES D during regular working hours, 8:00 a.m. through 4:30 p.m., Monday through Friday. Administrative personnel who are designated custodians of records shall have the responsibility of monitoring and supervising the inspection of records so as to not interfere with the operations of the NWRES D. Adequate time shall be given to retrieve requested records, not to exceed ten working days without an explanation of delay to the requester.

Fees to recover the actual costs of making requested records available may, given the nature and locale of these records, include one or more of the following time specific activities:

1. Determining the existence and locale of material;
2. Retrieving the materials, including travel costs if materials are located in another location;
3. Reviewing material in order to delete exempt records;
4. Supervising the inspection of original documents in order to protect the records;
5. Certifying documents as true copies.

Fees will be charged for staff time required to react exempt information from request public records prior to release.

Staff time

Fees for staff time staff time required to fulfill a Public Records Request shall not exceed:

- \$25/hour for Clerical (administrative, office specialists, other support staff)
- \$40/hour for Managerial (Program managers, PIOs)
- \$75/hour for Professional (IT, HR, High-level Analyst)
- DOJ, special attorney and other applicable legal fees: at the actual hourly rate charged for Public Records Request-related services. Fees are subject to statutory limitations described in ORS 192.440(4)(b).

Payment must be made to the NWRES D fiscal office prior to the actual compilation and/or reproduction of requested records.

Records that are exempt from public disclosure will not be available for public inspection

All requests for inspection of public records require completion of a Request for Public Records Form. If access to records is denied, the requester may petition the county district attorney where the request was made for a review of the appropriateness of the denial.

The superintendent is authorized to waive or reduce the above fee charges for requests determined to be in the public interest because making the records available primarily benefits the general public. Any waiver or reduction of fees decision shall use the three-part analysis as suggested by the Oregon Attorney

Generals Office: (a) whether a waiver or reduction is prohibited by law; (b) whether the “public interest” test is met; and (c) whether to grant a fee waiver or reduction.

Release of Component School District Information

Any request from an individual or a group to the NWRESD for component school district information shall not be processed without the written authorization of the component school district’s superintendent 1-2 and the approval of the district superintendent.

Public Records - KBA-AR

Northwest Regional ESD Records Request Form

Please send completed form to: vwhite@nwresd.k12.or.us or Fax to 503-614-1401

Section A - Requestor Information

NAME OF REQUESTING INDIVIDUAL

PHONE FAX EMAIL

FIRM OR TRADE NAME

BUSINESS ADDRESS

CITY STATE ZIP

MAILING ADDRESS (IF DIFFERENT)

CITY STATE ZIP

Section B – Record(s) Requested

Describe the record you are requesting. Please be as specific as possible and include enough detail to assist NWRESD staff in locating the record(s). For multiple records, attach additional pages.

DESCRIPTION OF RECORDS REQUESTED

Section C – Receiving Record(s)

Per ORS 192.440, for public records request with an estimated cost of more than \$25, the District is required to provide the requestor with a written notification of the estimated fee. The fee is due in advance if the requestor wants the District to proceed with making the records available.

Estimate of job cost: \$ _____

Requestor confirmation of receipt of job estimate and authorization to proceed with making records available. Requestor has enclosed pre-payment of estimated job costs, and agrees to pay for any additional costs after job completion.

_____ Requestor Signature Date

OFFICE USE ONLY

ESTIMATE REQUEST STATUS PAYMENT STATUS

An estimate of \$ _____ was Authorization to Proceed

Amount Received: \$ _____ provided on _____ ☐ Request Withdrawn ☐ Cash ☐ Check ☐ Credit Card
by _____ ☐ Information provided and request completed

KBA-AR Public Record Request Form NORTHWEST REGIONAL EDUCATION SERVICE DISTRICT