

## Public Records

In compliance with Oregon Law the following guidelines apply to the dissemination and inspection of the public records of the district.

1. All requests for information must be made through the superintendent's office located at 485 S. 5th St. Lebanon, OR 97355.
2. All requests are to be submitted in writing. The district's form Request for Inspection or Copy of Public Records is available on the district web site.
3. The district reserves the right to review the request and respond in a timely manner.
4. The district will restrict the inspection of all original public records to the normal office hours of the applicable office or department and to the district's facilities as designated by the records custodian.
5. The district may disclose material otherwise exempt from public disclosure upon court order, upon request from any law enforcement agency, or with the written consent of the applicable employee or volunteer.
6. Fees intended to reasonably reimburse the district for the actual cost of making copies of public records will be charged to the individual(s) or organization(s) making the request. These fees may include both materials cost and/or charges for employee time. The fee for printed hard copies is 10 cents per page, subject to change. There will be no charge for inspections only, or for auxiliary aids and services provided for qualified persons with disabilities. Fees are due and payable at the time of delivery of the copy of the public records.
7. There is no obligation for the district to synthesize or compile information into a specific format from a single or multiple source in response to a request for public records. The request must be for records as they exist at the time of the request.