



## PROCEDURE Public Record Requests ADM-P002

Procedures are continually revised and improved. For the most recent version, please visit <http://www.salemkeizer.org/gam/gam-documents>

### 1.0 SCOPE:

- 1.1 This procedure details the process to request inspection or obtain copies of public records maintained by Salem-Keizer School District.

### 2.0 DEFINITIONS:

- 2.1 Public Records- Records defined by Oregon Revised Statute. Records relating to individual students are not considered public records.
- 2.2 Convey – Retrieve, copy, summarize, reorganize, format or convert public records to other media.
- 2.3 Director - Director of Community Relations and Communications.
- 2.4 Direct costs – Actual costs include but are not limited to attorney fees necessary to review, redact, or segregate exempt and nonexempt records; employee wages and salaries computed on hourly basis; copier supplies; electronic media; microfilm; mailing materials and postage.
- 2.5 Indirect costs – Actual costs include but are not limited to employment taxes, insurance, sick leave, vacation and other employee benefits.
- 2.6 Requestor – The person requesting to inspect public records.

### 3.0 PROCEDURE:

- 3.1 Requests for public records must be submitted in writing to either the Director of Community Relations and Communications, Jay Remy or the Chief of Staff, Mary Paulson at Salem-Keizer School District, P.O. Box 12024, Salem, OR 97309. Requests may also be emailed to ([Paulson\\_mary@salkeiz.k12.or.us](mailto:Paulson_mary@salkeiz.k12.or.us)), ([Remy\\_Jay@salkeiz.k12.or.us](mailto:Remy_Jay@salkeiz.k12.or.us)) or faxed (503-399-5579).
- 3.2 The written request must include the requestors name, address and telephone number and state the following:
  - 3.2.1 Records requested, including the scope, as it relates to the time frame for the records.
  - 3.2.2 Whether the requestor wishes to inspect original records, obtain paper, electronic or other media copies.
  - 3.2.3 For requests that include personal contact information, the requestor must provide clear and convincing evidence, in writing, on how the public interest is served by disclosure.
  - 3.2.4 If the District deems it appropriate to release the records, the information will be held for at least seven (7) days after the affected person(s) received copies of the request and supporting materials.
- 3.3 The District will maintain the confidentiality of those public records which are exempt from disclosure under the appropriate provisions of ORS Chapter 192.
- 3.4 The District reserves the right, based on the scope of the request, to assign a fee designed to reimburse the District for the actual cost of making public records available, including the cost of the time spent by an attorney in reviewing redacting or segregating the public records.



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- 3.4.1 If it is determined to assign a fee, staff will estimate the time and materials that will be used to provide the requested information.
  - 3.4.2 The Director or the Chief of Staff will provide the estimate of the costs, in writing, to the requestor and request payment in advance of the records being gathered and delivered.
  - 3.4.3 The requestor may request a waiver of fees. If so, the reasoning for the waiver must be stated in a written request. Requests for fee waivers are forwarded to the Chief of Staff.
  - 3.4.4 If the Chief of Staff determines the public record request serves the interests of the general public, part or all of the fee may be waived.
- 3.5 The District will provide public records in accordance to State and Federal statutes. When applicable, the Director or designee will arrange office space for record inspection, or will cause the records to be made available to the requestor.

**4.0 MEASUREMENT:**

4.1 Not Applicable

**5.0 ASSOCIATED DOCUMENTS:**

5.1 Oregon Revised Statutes

**6.0 RECORD RETENTION TABLE:**

Identification	Storage	Retention	Disposition	Protection
Written Public Records Requests, estimates of conveyance costs, and invoices of conveyance costs	Electronic Files	2 years	Delete	Office locked when not in use

**7.0 REVISION HISTORY:**

Date	Revision Ref.	Description
		See archives for document history
9/10/15	A	Added sections 3.2.3 and 3.2.4 to reflect changes in Oregon law.

**8.0 FLOWCHART:** Not necessary.

**9.0 APPROVAL AUTHORITY:**

9.1 Chief of Staff

Signature on file \_\_\_\_\_  
 Signature Date