



PROCEDURE

Public Record Requests

ADM-P002

Procedures are continually revised and improved. For the most recent version, please visit <https://salkeiz.sharepoint.com/qam/SitePages/Home.aspx>

1.0 SCOPE:

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

2.0 DEFINITIONS:

- 2.1 Public Record – A record, as defined by the Oregon Public Records Law, that is subject to inspection or production upon request.
- 2.2 Requestor – A person or entity who requests to inspect or receive copies of district records.
- 2.3 Confidential Information – Information, comprising part or all of a record that either meets a statutory or other exemption from disclosure and may or must be redacted or withheld.
- 2.4 Clerical Tasks – Time spent by staff gathering, compiling, identifying, collating, or copying records, or any other task primarily clerical in nature and not requiring independent judgment.
- 2.5 Administrative Tasks – Time spent by staff reviewing, analyzing, summarizing, condensing, or redacting records, or any other task that requires independent judgment or decision making.
- 2.6 Legal Review – Time spent by an attorney to review and redact records. Does not include time spent by an attorney determining the applicability of exemptions to records.
- 2.7 Actual Costs – Actual costs include, but are not limited to, wages and salaries computed on an hourly basis for clerical or administrative tasks, and actual billed time for legal review; costs for copier supplies, electronic media, mailing materials, and postage.

3.0 PROCEDURE:

- 3.1 Requests for public records may be submitted via:
 - 3.1.1 Using an online form located at: <https://salkeiz.k12.or.us/public-record-requests/>.
 - 3.1.2 Mailing a written request to:
Salem-Keizer School District
Attn: Public Records Request
P.O Box 12024
Salem, OR 97309
- 3.2 The request must include the requestor's name, mailing address, email address and telephone number and state the following:
 - 3.2.1 Specific 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.
- 3.3 The District will respond to public records requests within five business days. The response will include one of the following:
 - 3.3.1 A statement that the District does or does not have custody of the requested document(s);



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- 3.3.2 Copies of all requested public records for which the District does not claim an exemption from disclosure under ORS 192.311 to 192.478;
 - 3.3.3 A statement that the District is the custodian of some responsive records, an estimate of time in which copies will be provided and when applicable, an estimate of the fees the requestor must pay;
 - 3.3.4 A statement that the District is uncertain whether it possesses any requested records and that it will search for the requested records and respond as soon as practical; or
 - 3.3.5 A statement that state or federal law prohibits the District from providing the record(s).
- 3.4 If it will take more than 15 working days after receipt of the request to identify responsive records and complete the request, the District will communicate that to the requestor along with an estimated date for response.
- 3.5 The District will maintain the confidentiality of those public records which are exempt from disclosure under the appropriate provisions of ORS Chapter 192.
- 3.6 The District will try to provide the public with records at no cost when possible. However, the District, as allowed by state law, 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. The District may work with the requestor to narrow the scope of their request to reduce or eliminate fees.
- 3.6.1 If it is determined to assign a fee, the District will estimate the time and materials that will be used to provide the requested information using the Fee Schedule.
 - 3.6.2 The District will provide the estimate of the costs, in writing, to the requestor and request payment in advance of the request being fulfilled.
 - 3.6.2.1 The requestor may decide to pay the fee, in which case, the District would generate an invoice for completing the public records request. The requestor must pay the fee before the District fulfills the request. If the request takes less than the estimated time to fulfill, the District will refund the difference to the requestor.
 - 3.6.2.2 The requestor may decline to pay the fee, in which case, the District will close the request.
 - 3.6.2.3 The requestor may request a waiver of fees in writing clearly stating the public interest served by the records requested. The District may use the Oregon Department of Administrative Services [Public Interest Threshold Criteria form](#) as guidance in weighing the public interest and the burden of waiving fees for staff time.
- 3.7 The District will provide public records in accordance with State and Federal statutes. When applicable, the District will arrange office space for record inspection, or will cause the records to be made available to the requestor.

4.0 FEE SCHEDULE:

- 4.1 Fees for production of records are as follows:
 - 4.1.1 In-person review of documents – no cost
 - 4.1.2 Photocopies of public records - \$0.20/page

