



REEDSPORT SCHOOL DISTRICT 105

100 Ranch Rd. * Reedsport, OR 97467 * 541-271-3656 * www.reedsport.k12.or.us
Elementary School * 2605 Longwood Dr. * Reedsport, OR 97467 * 541-271-3616
Jr./Sr. High School * 2260 Longwood Dr. * Reedsport, OR 97467 * 541-271-2141

Right to Inspect Public Records – ORS 192.420 gives every person the right to inspect any non-exempt public record held by a public body. Requests for applicable district records must be made under the Oregon Public Records Law and in accordance with this policy.

Please submit all requests to Reedsport School District

Date of request: _____ Phone: _____

Name: _____

Address: _____

Email Address: _____

Items requested: _____

SIGNED: _____

(PLEASE SIGN AT TIME OF REQUEST)

This information will be provided as soon as possible without unreasonable delay. The following fees for the cost of retrieving this information may apply.

- \$.50 per two-sided page of all documents copied. _____
 - Research involving more than 15 minutes staff time will be charged out at \$30.00 per hour broken down in 15 minute increments. _____
 - \$15.00 first copy of CD/DVD, \$10.00 each additional _____
 - Special delivery at actual cost. _____
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STAFF USE ONLY

Notification date/items ready for pickup: _____

Total cost: _____

Date picked up: _____

STAFF USE ONLY

Received by: _____

Check only those that apply:

☐

Reedsport School District does not possess or is not the custodian of the requested document/information.

☐

Reedsport School District will provide copies of documents that are not exempt from disclosure per ORS 192.311 to 192.505.

☐

Reedsport School District is the custodian of at least some of the requested document/information and an estimate of the potential cost of producing these records is:

☐

Reedsport School District is the custodian of at least some of the requested document/information and will provide the requester with a written estimate within a reasonable amount of time.

☐

Reedsport School District is uncertain whether it is the custodian of such document/information and will search for the record and make an appropriate response as soon as possible.

☐

State or Federal law prohibits the Reedsport School District from acknowledging whether the record exists or acknowledgment would result in the loss of federal benefits or other sanctions per _____

If one or more requested records are exempt from public disclosure, the requestor may seek review of the district determination pursuant to ORS 192.450, 192.460, 192.470, 192.480 and 192.490.

Actual Cost: _____

Time: _____

Material: _____

Document/Information supplied: _____

Request completed by: _____
(Staff signature required)