



# Clatsop Community College

## PUBLIC RECORD(S) REQUEST

*(See attached "Public Records Requests Procedure" for additional instructions.)*

Parties requesting public records are encouraged to complete the Public Record(s) Request form and submit it, accompanied by a check made out to "Clatsop Community College" in the amount of \$25, to the Vice President, Finance and Operations. This will allow the College to contact you for clarification of your request and notify you when the records are available for pickup. Requests will be accepted or denied in accordance with the Public Records Requests Procedure.

Name of Requesting Party (i.e., business name)

Date

### MAILING ADDRESS OF REQUESTING PARTY:

Street

City

State

Zip

Telephone

E-Mail Address

Preferred method of obtaining public records  
*(please make your preference known by initializing  
the corresponding line.)*

Requesting party will pick up.

College will deliver via U.S. Postal Service.

It is to everyone's advantage if requests are as precise and as narrow as possible. The requester benefits because the request can be processed more quickly and inexpensively. The college benefits because it can do a better job of responding to the request. The Oregon Public Records laws work best when both the requester and the college act cooperatively.

What public record(s) are you requesting and what is the intended purpose of the request? (Please specify.)  
*(This information is used to determine whether or not the requested public records are exempt from disclosure, qualify for fee reduction or waiver, or if the documents meet the "public interest test".)*

I certify that the statements contained in this form are true and correct to the best of my knowledge and belief, that I have read and understood the Clatsop Community College Public Records Requests Procedure, and that I have attached the required \$25 deposit with this formal request. *(Where fees are waived or request is denied, College will promptly return deposit payment.)*

Name of Individual Requesting Records *(please print)*

Signature of Individual Submitting Request for Records

Date

## **NONEXEMPT PUBLIC RECORDS REQUESTS**

Pursuant to Oregon Revised Statutes, every person has a right to inspect any public record that is not exempt from disclosure. Generally, exempt records include student information, personnel information, and other information the disclosure of which is prohibited by federal law or regulations, and the disclosure of which is prohibited or restricted or otherwise made confidential or privileged under Oregon law. (See Oregon Revised Statute, Chapter 192.501 and 192.502, Records; Public Reports and Meetings for listing of public records that are exempt from disclosure.)

Inspection and copying of a public record shall be done during regular business hours at the office where the record is located, or another facility designated by the college. Original college records shall not leave college premises for the purposes of public record disclosure. The college may directly supervise the inspection or copying of college records, may list records inspected or copied by or at the request of a requestor, and may contemporaneously copy for the college's own purposes records inspected or copied by or at the request of the requestor. The college may provide a copy of a record in lieu of the original to protect the original record. The college may provide a redacted copy in lieu of an original record in order to delete exempt material.

The college may charge a reasonable amount, including administrative costs, for the cost to locate and reproduce public records.

### **How to Request a Public Record from Clatsop Community College**

There are two types of public records requests:

#### **Informal Requests**

The first type of public records request is one that is verbally submitted by the requesting party for records that are incidental, readily accessible or reproducible at negligible cost, and are typically available for general public distribution at no cost.

#### **Written Requests**

All other public records requests must be submitted in writing and will be granted or denied in accordance with Oregon Public Records Law.

Each request must reasonably describe the records being sought. This means that a request must be specific enough to permit a college staff person who is familiar with the subject matter to locate the record in a reasonable period of time.

1. Requesting parties shall pay a flat fee of \$25 (twenty-five dollars) at the time of submitting their public records request to the college. Any overpayments to the college by the requesting party will be promptly refunded after the requested public records are

disclosed to the requesting party. The fee must accompany the Public Record(s) Request Form. The form and deposit should be mailed to Clatsop Community College, Vice President, College Services, 1653 Jerome Avenue, Astoria, OR 97103.

2. The College requires that the requesting party make payment to the College for the balance of the reasonable costs over and above the \$25 fee prior to the release of the public records (i.e., public records will be made available to the requesting party *only* upon payment in full to the college *prior* to release/disclosure of the records). These reasonable costs shall include, but are not limited to: actual personnel costs; reproduction costs; delivery expenses; and attorney's fees, if any, for reviewing, redacting or segregating the public records into exempt and nonexempt records.

3. Pursuant to ORS 192.440, the college shall provide the requesting party with an estimate, in writing, if the public records request is expected to exceed \$25.00. After receiving the estimate, the requesting party shall notify the college whether it wants the college to proceed with making the public records available.

4. The requesting party shall be charged at the rate(s) established below, unless the records request qualifies for a fee reduction or waiver under ORS 192.440(4):

a. If the public records request requires a nominal amount of staff time (less than 30 minutes, which includes searching, locating, retrieving, copying, delivering and re-filing the documents), copies shall be made at no charge, unless the number of copies requested exceeds 10 pages.

b. If the public records request requires only a nominal amount of staff time (less than 30 minutes), but the number of copies exceeds 10 pages, or the staff time requires more than 30 minutes, then the requestor shall be charged for the actual cost of staff time, including fringe benefits, plus copying/delivering charges and attorney's fees. Copying charges shall be at the rate of \$0.10 (ten cents) per page. Personnel costs shall be computed on the basis of quarter hours, rounded up, for time expended by college staff and/or the college attorney.

5. Waiver of Fees. The fee may be waived or reduced if the furnishing of the copies is determined by the college to be in the public's best interest as set forth in ORS 192.440(4).

6. The college may charge for search time even if the custodian of the record fails to locate any records in response to the request, or even if the records located are subsequently determined to be exempt from disclosure.

7. In most cases, the college will respond to the request for public records within 21 working days. While the college will make every attempt to respond to the request within this timeframe, requests will not be allowed to interfere with the operations of the college or the regular discharge of the custodian's duties.

END OF PROCEDURE

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Legal Reference:

ORS 192

ORS 336.187

OAR 166-450-000 to 166-450-0125

OAR 581-001-0105