

EXAMINATION OF PUBLIC RECORDS

In compliance with ORS 192.430 the following guideline apply to the dissemination, inspection and examination of the public records of the Clatsop Community College:

1. All requests for information must be channeled through the President or President's designee.
2. Requests for information concerning sensitive, technical or emotional issues may be required to be submitted in writing and the College will respond in writing within a time frame consistent with the request.
3. Where the labor effort exceeds 5 minutes, both labor, material and out-of-pocket charges will be reimbursed to the College. Labor will be calculated at the hourly rate of the employee affected. Materials and out-of-pocket charges will be reimbursed at the established rate.
4. The College reserves the right to restrict the inspection of some public records to the College's facilities.

END OF POLICY

Legal References:

ORS Chapter 192

"Attorney General's Public Records and Meetings Manual" pp. 96-98 (1989)