



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



BP 3300 Public Records

References:

NWCCU Standard 2.D.7
ORS 192.311-192.478

The President shall establish procedures for records management, including access by the public, that comply with the requirements of the state's open meeting and public records access laws. Members of the public may request to inspect or copy public records.

END OF POLICY

President's Cabinet Approval Date:	May 14, 2019
College Council Approval Date:	May 23, 2019
Board Adoption Date:	July 9, 2019
Last Revised:	

Rescinds: 3.430

AP 3300 Public Records

References:

NWCCU Standard 2.D.7
ORS 192.311 to 192.478

A request by a member of the public may be delivered by mail or in person to the Chief Financial Officer.

Under Oregon law, the College will acknowledge receipt of a written request to inspect or receive copies of public records within 5 business days (*defined in glossary*). Once acknowledged, the College will respond to the request as soon as practical and without unreasonable delay.

Any request shall identify with reasonable specificity the records that are sought. If additional information is needed, the Chief Financial Officer's office may request it be provided in writing.

Any request to inspect records shall be made sufficiently in advance of the date of inspection to allow staff members time to assemble the records and identify any records that may be exempt from disclosure.

Records that are exempt from disclosure may not be inspected or copied by members of the public. Social security numbers and date of birth must be redacted from records before they are disclosed to the public.

The College may charge a fee for fulfilling records request.

Approved: July 9, 2019

Rescinds:3.430P1