



GUIDELINES FOR REQUESTING PUBLIC RECORDS

(updated December 11, 2014)

Pursuant to Oregon Revised Statutes, Chapter 192, every person has a right to inspect any nonexempt public record. "Public record" means any writing that contains information that is prepared, owned, used, or retained by the College; is related to an activity, transaction or function of the College; and is necessary to satisfy the fiscal, legal, administrative or historical policies, requirements or needs of the College. Public record does not include message on voice mail or on other telephone message storage and retrieval systems or spoken communication that is not recorded. Public records exempt from disclosure are defined in Oregon Revised Statutes and Board of Education policy.

Inspection 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. College records shall not leave College premises for the purposes of public record disclosure. The College may directly supervise the inspection of College records and may list records inspected by a 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.

If a request to inspect a record is made and the public record is maintained in a machine readable or electronic form, the College custodian shall provide the record in the form requested, if available. If not available in the form requested, the public record will be provided in the form it is maintained. If a copy of a record is requested, the College will provide a single certified copy.

HOW TO REQUEST A PUBLIC RECORD FROM CLACKAMAS COMMUNITY COLLEGE

All 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. The College may in writing require the request to be narrowed or made more specific in order to facilitate its response to the request.

In most cases, the college will be able to respond to the request for public records within 14 working days. While the college shall make every attempt to respond to the request within this time frame, responding to requests shall not affect the operations of the college nor interfere with the regular discharge of the custodian's duties.

Fees

1. Requesting parties shall pay a deposit of \$25 (twenty-five dollars), at the time of submitting their public records request. The deposit must accompany the Public Record(s) Request Form, which is attached. Mail the request form and deposit to: Vice President of College Services, Clackamas Community College, 19600 Molalla Avenue, Oregon City, OR 97045.

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2. The requesting party must make payment to the College for the balance of the reasonable costs over and above the \$25 deposit 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, and *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. Any payments to the College by the requesting party in excess of the charges will be promptly refunded after the nonexempt public records are disclosed to the requesting party.
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. 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:
 - a. If the public records request requires a nominal amount of staff time (30 minute or less, which includes searching, locating, retrieving, copying, transporting, conveying, etc.), there shall be no charge for staff time. If the public records request requires more than 30 minutes of staff time, the fee for staff times shall be the actual cost of staff time, including fringe benefits. Personnel costs shall be computed on the basis of quarter hours, rounded up, for time expended by College staff.
 - b. If the number of copies is 10 pages or less, there shall be no charge for copies. If the number of copies exceeds 10 pages, copying charges shall be at the rate of \$0.10 (ten cents) per page.
 - c. Other costs of supplying the copies shall be charged at the actual amount incurred by the College. Attorney fees, if any, shall be limited to the cost of time spent by attorney(s) for the College in reviewing the public records, redacting material from the public records or segregating the public records into exempt and nonexempt records.
 - d. 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.



PUBLIC RECORD(S) REQUEST FORM

(See preceding "Guidelines for Requesting Public Records" for information and instructions.)

To request public records, please submit this form and a check made out to "Clackamas Community College" in the amount of \$25 to:

Vice President of College Services
Clackamas Community College
19600 Molalla Avenue
Oregon City, OR 97045

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

Date

Street

City

State

Zip

Telephone

E-Mail Address

Preferred method of obtaining public records *(please circle one)*

Requesting party will pick up

College will deliver via U.S. Postal Service

What public record(s) are you requesting? (Please specify as precisely as possible.)

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 Clackamas Community College Guidelines for Requesting Public Records, and that I have attached the required \$25 deposit with this request.

Name of Individual Requesting Records *(please print)*

Signature of Individual Submitting Request for Records

Date