



KLAMATH COUNTY SCHOOL DISTRICT PUBLIC RECORDS REQUESTS



NOTE: Public records are NOT student records

Parties requesting public records are required to complete the Public Records Request form and submit it, accompanied by a check made out to "KCS D" in the amount of \$25.00. This information will allow the District 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 District's Guidelines for Public Records Requests.

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

Date

MAILING ADDRESS OF REQUESTING PARTY:

Street

City

State

Zip

Telephone

E-Mail address

Fax #

For special consideration by the District in waiving or reducing the total fee, provide nonprofit 501(c)3 status, if applicable. Indicate # _____.

For records that are subject to disclosure under ORS 192.355(9)(b), and created on or after June 20, 2007, Requesting Party must indicate, by initialing below, whether a condensation of the significant facts that are not otherwise exempt from disclosure under ORS 192.311 to 192.380 is desired.

Initials

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

Requesting Party Will Pick Up

District 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 District 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 District act cooperatively.

What records are you requesting? What is the purpose of this public records request? (i.e., What is the intended use of this information? How will this information be used?) In order to determine whether or not the requested public records qualify for fee reduction or waiver, or if the documents meet the "public interest test," requesting party/parties should fully disclose their intended purpose of the request. (Provide explanation on lines below. Attach additional pages, if necessary.)

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 understand the District Guidelines for Public Records Requests, and that I have attached the required \$25.00 deposit with this formal request. (Where fees are waived or a request is denied, District will return deposit payment with the District's next scheduled accounts payable processing.)

Name of Individual Requesting Records (please print)

Signature of Individual Submitting Request

Date

District Response

- Your request has been received and is being processed.
- The record(s) you requested is/are attached.
- We have the record(s). For personal access please contact the person whose name appears below.
- Your deposit of \$25.00 is not sufficient payment for your Public Records Request. Please submit the balance of \$ _____ so that the records may be released to you.
- We need additional information to respond to your request. Please provide the following information:

- The record(s) you have requested is/are exempt from disclosure under Oregon law. Please see the attached explanation.
- We do not have the record(s) you have requested.

District Remarks

Signature of KCSD Representative

Title

Date

For KCSD Use Only

Request received by: _____ On: _____
Action assigned to: _____
Response due date: _____
Fee amount due: \$ _____ Deposit received: \$ _____
Balance due (circle one): to KCSD to Requester \$ _____