



## Public Records Request Process

As a public agency, North Clackamas School District (NCSD) is committed to its obligation to make records available to the public, as required by State law ([Chapter 192 of the Oregon Revised Statutes](#)).

### How to Request Public Records

Submit your request with your name, contact information, and a description of the records you are seeking. Please be as specific as possible, and specify if you would like to receive electronic or physical copies. We have prepared a [Public Records Request Form](#) that you may use, but it is not required.

You may submit your request in any of the following ways:

Email: [publicrecords@nclack.k12.or.us](mailto:publicrecords@nclack.k12.or.us)

Postal mail: North Clackamas School District  
Public Records Officer  
12400 SE Freeman Way  
Milwaukie, OR 97222

In person: At the above address

### What Happens Next

The Public Records Officer will acknowledge your request, usually in writing, within five business days of receiving it. The Public Records Officer will then determine what records exist that are responsive, and determine whether it is necessary to charge to collect them and review for confidential information. You will be provided an estimate of time needed to respond and a written cost estimate (if warranted) as soon as reasonably possible but not later than 10 business days after the date the District is required to acknowledge receipt of the request.

Most requests can be completed in a matter of days, but more complex requests can take several weeks or in some cases even longer. If it will take longer than 10 business days to complete your request and provide records, you will be notified and you will receive regular updates.

NCSD tries to provide the public with records at no cost when possible. However, the District, as allowed by State law, reserves the right to charge for requests that are time-consuming or require large-scale printing. If fees are charged to complete your request, you may request a waiver or reduction of fees. The Public Records Officer will determine whether to grant your request in accordance with the factors laid out in the Attorney General's Public Records Manual, and a decision will be made within five business days. The Public Records Officer is willing to work with you to narrow the scope of a request in order to facilitate processing and reduce or eliminate fees.

## **Subpoenas/Court Orders**

For subpoenas and court orders, please direct the subpoena or court order to the staff member or school identified in the order. If no staff member or school is identified, please direct the subpoena or court order to NCSD's Director of Business Operations.

## **Resources**

[Public Records Request Form](#)

[Board Policy – Public Records, KBA](#)

[Board Policy – Public Records, KBA-AR](#)