How to create a public records request

The Estacada School District is committed to transparency, protection of taxpayer resources, ORS 192.311-478 and Board Policy. To that end, the Estacada School District has created a process for members of the public, organizations, the press, and companies to request information from the District.

To request public information, complete the Estacada School District Public Records Request Form and submit it to the District at prrequests@estacada.k12.or.us. Please submit one form for each request. Please note, phone calls, and blanket email requests are not considered valid formal requests for public information. Please complete the form in its entirety.

District Response

The District will respond to valid public records requests within five business days, as required by Oregon law. The initial response may include one or more of the following:

- A statement that the District does or does not have custody of the requested records.
- A statement indicating whether the District considers the request a valid public records request under ORS 192.311 to 192.478 and applicable School Board policy.
- A statement indicating whether the requested information is already publicly available and, if so, where and how the requester may access it.
- A statement indicating whether applicable state or federal laws restrict or prohibit disclosure of the requested records.
- A statement indicating whether the District has sufficient information to understand and process the request or whether additional clarification is needed.
- An estimated timeline for providing the records, subject to their availability, the scope of the request, and applicable legal requirements.
- An estimated cost to fulfill the request, with an invoice for payment before work begins, subject to applicable Oregon public records law.
- A statement indicating whether the records are expected to require legal review and/or redaction before release, including the anticipated effect on cost and timing.

Payment and Final Billing

If the requested records are available for disclosure, the District will provide an initial cost estimate accompanied by an invoice in its response above. The estimated amount must be paid in full within 30 days of the response before the District begins work on the request.

If the actual cost exceeds the initial estimate, the District will issue a final invoice for the additional amount prior to disclosure. If the actual cost is less than the amount prepaid, the District will notify the requester of the remaining credit. The requester may elect to receive a refund by check (only) or voluntarily donate the remaining balance to Estacada School District.

Fee Estimates

Service	Rate
Printing/Copies (8.5 x 11, 8.5 x 14, 11 x 17)	$0.30 per page
Postage	Actual cost
Clerical Time	$45.00 per hour
Administrator/Manager Time	$100.00 per hour
Attorney Time	$350.00 per hour

Service rates are subject to adjustment without prior notice.