

# Ashwood School District #8 Public Records Request

This form may be used to request Ashwood School District public records. Our District Clerk will respond within five business days of receiving the request.

**Date of Request:** \_\_\_\_\_

**Requestor Name:** \_\_\_\_\_

**Organization (If Any):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

Please provide a detailed description of the request, to include, as applicable, the type of document, date, author, title, solicitation/contract number, etc...:

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Ashwood School District #8  
Public Records Request

**Select method of delivery to you:**

- Inspect the record(s) in person
- Email the records to the above email address
- Paper copies mailed to the above address

**You may submit this request in any of the following ways:**

**Email:** [clerk@ashwood.k12.or.us](mailto:clerk@ashwood.k12.or.us)

**Postal Mail:** Ashwood School District  
Attn: District Clerk  
18624 NE Main St.  
Ashwood, OR 97711

**In person:** At the above address, District Office

**Code: KBA-AR Revised/Reviewed: 02/10/2023**

Where the labor effort exceeds 30 minutes, labor, material and out-of-pocket charges will be reimbursed to the district. Labor will be calculated at the hourly rate of the employee affected. The minimum charge is \$15. Materials and out-of-pocket charges will be reimbursed at the established rate of \$1.10 per page. Auxiliary aids and services for qualified persons with disabilities will be available at no additional charge.

If the district has informed the requester of a permitted fee, the obligation of the district to complete its response to the request is suspended until the fee has been received by the district. If the requester fails to pay the fee within 60 days of the date they were informed of the fee or fails to pay the fee.