



**Clackamas
Workforce
Partnership**

POLICY #: A-03
Public Records Requests

ISSUED: September 20, 2018

PURPOSE:

To assure all requests for public information are handled in a manner that is consistent with and complies with the public records law.

REFERENCES:

- ORS Chapter 192

DEFINITIONS:

Public record: Questions about whether an item qualifies as a public record should be addressed by referring to the public records law or consulting with agency legal counsel.

At cost: The actual cost of materials, staff time, and any travel or other expenses incurred in preparing and providing the records.

POLICY:

Oregon's public records law makes all agency records available for public review, except records that are exempt from disclosure. Public records, except those exempt from disclosure, are to be made available at cost to the public upon request.

Approved:


Clackamas Workforce Partnership Board Chair

9/20/18
Date