



Rainier School District Public Records Request

This form may be used to request Rainier School District public records. Our Administrative Assistant 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...:



Rainier School District
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 emailed to the above address

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

Email: sclark@rsd.k12.or.us

Postal Mail: Rainier School District
Attn: Shalana Clark
28168 Old Rainier Rd
Rainier, OR. 97048

In person: At the above address, District Office

Code: KBA-AR Revised/Reviewed: 12/09/19

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.