



PUBLIC RECORDS REQUEST FORM

City of Albany
Finance Department
City Clerk's Office

For Police Records contact: 541.917.7680

Notice: Oregon Public Records Law grants each person the right to inspect the records of a public body (unless exempt from disclosure). ORS 192.440 (2) allows the public body a reasonable time to respond to a records request and ORS 192.440 (4)(a) authorizes the public body to charge fees associated with the requests. City of Albany fees are set by Resolution No. 5909 and are listed on the back of this form. Prepayment will be required for requests that exceed \$10. ORS 192.440 (2) requires that a public body respond to a public records request with specific statements. You will be given a copy of this form when the City processes your records request to serve as that notification.

Your signature below acknowledges that you have read, understand, and accept financial responsibility for the fees associated with this public records request.

Signature: _____ Date: _____

Requestor Information:

Name Mailing Address

City State Zip Code

Daytime Phone Number Fax Number Email address

Document Information:

Describe the information/records you are requesting being specific enough for the City to determine the nature, content, and department within which the records you are requesting may be located. Provide specific dates whenever possible. Use additional sheets of paper if necessary.

Return Form To: Mail or drop off: City Hall, Finance Dept, 333 Broadalbin Street SW, Albany, OR 97321
Fax: 541.917.7511 Email: cityclerk@cityofalbany.net

For Staff Use

Date Request Received: _____ Date copy of form provided: _____
Staff Name: _____ Dept: _____ Via: Mail Email Fax Pick up at City Hall

This Records Request:

- Was completed on (date): _____
- Was referred to the City Attorney on (date): _____
- Will require more time to process. (Estimated completion date): _____
- Will exceed \$10 so will require prepayment. (Estimated amount due prior to completion): _____
- Was unable to be completed because the City is not in possession of the records.
- Was unable to be completed because the records are exempt under state or federal law.
- Other: _____

PUBLIC RECORDS FEES

City of Albany
Finance Department
City Clerk's Office

SECTION 5: Fees for Public Records. In order to cover its actual costs for responding to public records requests, the following fee schedule is adopted by the City:

1. **Copies of Public Records:** For 8.5 x 11 black and white, copies will be .25 cents per page; and .50 cents per page for duplexed. For 11 x 17 black and white, copies will be .50 cents per page; and \$1.00 per page for duplexed. For 8.5 x 11 color, copies will be .50 cents per page; and \$1.00 per page for duplexed. For 11x17 color, copies will be \$1.00 per page; and \$2.00 per page for duplexed. Photo quality paper will be an additional charge. For the Fire Department, a \$7.00 research fee includes up to ten single-sided copies.
2. **Electronic Format:** Electronic documents may include sound recording, video recordings, and electronic documents. These non-exempt public records will be provided in electronic format on CD or DVD at a cost of \$5.00 each. Records that are already in audio tape form will be provided for \$15.00 for the first tape and \$5.00 for each additional tape. For records that are not already in electronic format and request to be converted a Research Fee will be required as stated in this policy.
3. **Copies of Maps and other Nonstandard Documents:** Charges for maps, large documents, or other nonstandard size documents, in the custodial possession of the Records Officer, shall be charged in accordance with the actual costs incurred by the City to reproduce them.
4. **Research Fees:** If a request for records requires City personnel to spend more than 30 minutes searching or reviewing records prior to their review or copying, the fee will be as follows:
 - a. Up to 30 minutes Copy cost only
 - b. 30 minutes to 2 hours Copy cost plus \$25 per hour
 - c. Over 2 hours Employee costs plus overhead

The City will provide a written cost estimate to requestor and must receive confirmation that the requestor wants the City to proceed with the request. Cost estimates over \$10 will be paid in advance. If the actual time and cost are less than estimated, the excess money shall be refunded to the requestor. If the actual cost and time are in excess of the estimated cost, the difference shall be paid at the time the records are produced.

5. **Archived Scanned Copies:** Scanned copies archived in the City of Albany Laserfiche system and readily available to the Records Officer, may be sent to an email address provided by the requestor for the cost of the applicable research fee only.
6. **Electronic Searches:** For non-exempt public record requests including emails or other electronic files stored on any City network and not readily available to the Records Officer, the information shall be provided on CD/DVD. The cost will be \$5.00 per CD/DVD plus \$100 per hour for the research and copying time with a minimum of one hour charge.
7. **Additional Charges:** If a request is of such magnitude and nature that compliance would disrupt the City's normal operation, the City may impose such additional charges as are necessary to reimburse the City for its actual costs of producing the records.
8. **Reduced Fee or Free Copies:** Whenever the City determines that furnishing copies of public records in its possession at a reduced fee or without costs would be in the public interest, the City may so authorize. ORS 192.440(4).

Copies per page		Electronic Formats	
.25 (.50 for duplexed)	8.5 x 11 black & white	5.00	Each DVD or each CD
.50 (1.00 for duplexed)	11 x 17 black & white	15.00	First audio tape
.50 (1.00 for duplexed)	8.5 x 11 color	5.00	Each add'l audio tape
1.00 (2.00 for duplexed)	11 x 17 color	Actual cost to reproduce	Video tape
Additional charge	Photo quality paper	Additional charge	See: Research Fees
Research Fees		Maps & Nonstandard Documents	
Up to 30 minutes	Copy costs only	Actual cost for reproduction	
30 minutes to 2 hours	Copy cost plus \$25 an ho	Electronic Searches	
Over 2 hours	Employee cost plus overhead	\$100 per hour	One hour minimum
Police Department		Fire Department	
Refer to Police Department Records Request Form		\$7 research fee includes up to ten single-sided copies	



PUBLIC RECORDS REQUEST

Office of the City Recorder
Deanna Casey
140 South Third Street
Central Point OR 97502
(541) 664-3321
(541) 664-6384 fax

Name: _____

Address: _____

Home Phone: (____)_____ Business: (____)_____ Fax (____)_____

PUBLIC RECORDS/INFORMATION BEING REQUESTED: (Be specific, attach additional sheet if needed)

Do you want these records mailed or will you pick them up? _____

REQUESTOR TO READ AND SIGN UPON SUBMITTING REQUEST

I understand that every person has a right to inspect any public record of a public body in this state, except as otherwise expressly provided by ORS 192.501 to 192.505. Further, I understand that fees will be charged to reimburse the City for its actual cost in making the records available. Such calculation may include staff time, costs for summarizing, compiling, or tailoring a record to meet my request. Copies of large documents are sometimes taken to a commercial copy business. For those documents the fee will be actual cost plus staff time. I hereby request that the City of Central Point Records Officer produce, as best to their ability, the records specified above. Payment in advance is required for charges estimated to be over \$10.00.

Signature of Requestor

Date of Request

INTERNAL USE ONLY – INFORMATION TO BE COMPLETED BY CITY STAFF

This request is best handled by the _____ Department. Therefore, for purposes of processing a copy of this request was provided to: _____ on: _____
Copied to: _____. The schedule for this request is as follows:

City staff must advise the City Recorder if documents are not able to be produced within 7 working days pursuant to CPMC 2.52.020.

ACTION TAKEN ON: Day 1: ____ Day 2: ____ Day 3: ____ Day 4: ____ Day 5: ____
Was cost estimate provided? Yes No Date: _____ Was letter sent _____ (if yes, attach)
Location of Records: _____ On Site _____ Off Site in Box/ID # _____

Notes: _____

Reason for delay or inability to comply: _____

This Request was satisfied on _____ Fee Total \$ _____

This request was **not** satisfied for the following reasons: _____

(Completed request form to be filed with the City Recorder)

Procedure for Public Records Request

1. Complete and return the Records Request form with as much detailed information as you can. For City Hall Records return this form to City Recorder, Deanna Casey. For Police Department Records return the form to Police Office Specialist, Bobbie Pomeroy.
 2. The City will provide a written cost estimate and MUST receive confirmation that you want the City to proceed with your request. Estimates over \$10 will be paid in advance.
 3. The City will contact you with the estimate and a time the records will be available for inspection. Do you wish them to be mailed or will you pick them up?
 4. If you are inspecting records at City Hall you will be called with an available time to inspect the records. A place for ONE person will be provided for reviewing the files. One file at a time will be made available. When you are through with it, return it, and receive the next file. Any pages to be copied should be marked with sticky notes provided by the city.
 5. When your inspection has been completed, return the last file. If staff is available the copies will be available at that time. If staff is not available to copy the requested pages at that time you will be called at the phone number on this form once staff has had time to copy the requested pages.
 6. If more than one person wishes to review records at the same time, reservations must be made in advance for use of a conference room. Research fees will be charged to cover a staff person's time for remaining in the room with the files.
-

Fees for Public Records Requests

Copies:	
8.5 x 11	.25 per page
8.5 x 11 Color	.50 per page
11 x 17	.50 per page
11 x 17 Color	\$1.00 per page
Photo Paper	Additional Charge
Police Reports	\$5 for first page, \$1 every additional page
Electronic Format:	
CD/DVD readily available	\$5
Electronic Searches of City Server	\$5 for CD/DVD + \$100 per hour research fee
Nonstandard Documents	Actual cost to reproduce
Research Fees:	
Up to 30 Minutes	Copy cost only
30 Minutes to 2 hours	Copy Cost + \$25 per hour
Over 2 hours	Employee costs plus overhead



City of Eugene
777 Pearl Street, Room 105
Eugene, Oregon 97401-2793
(541) 682-5042
(541) 682-5414 FAX
(541) 682-5045 TTY

PUBLIC RECORDS REQUEST FORM

Name: _____ Date Requested: _____

Address: _____

Telephone/Fax: _____ E-mail: _____

Will this information be used for commercial purposes? YES NO

Have you contacted any other City of Eugene employee about this request? If yes,
name of employee contacted _____

Records/Documents Being Requested

**Please attach any additional background information that will help
City staff to locate the records requested**

**Please see reverse side for important information about the City of Eugene's
Public Records Request Policies and Procedures**

For Staff Use

Information provided via
 Telephone
 E-mail
 Letter

REQUEST COMPLETED by _____ on _____

Information About Obtaining Records

- Oregon Revised Statutes (ORS) 192.440(5) authorizes the City to charge fees associated with public records requests.
- Each department has a designated Public Record Coordinator who responds to public records requests submitted to his/her department or division. The City Recorder may coordinate the response to complex requests as described in Level 1 below.
- **Level 3 Request:** does not require a written request or payment of a fee. Requested document must be current and readily available, require no duplication, may not be subject to the Public Records Fee Schedule, and must require no additional staff time or resources to be made available. These types of documents are intended for public distribution, such as information brochures, agendas, permit applications, job applications, election-related petitions, or solicitations for public comment.
- **Level 2 Request:** must be made in writing. Requested documents are not immediately available in pre-prepared format. Request must clearly and correctly identify the document, may not require extensive staff research to locate the document, may not include more than 5 documents or 50 pages or documents that are more than one year old. Requested document must be located in a single department or division, may not contain sensitive, confidential, or privileged information, and must not require attorney review prior to release. Cost estimates will be provided and requestor must agree to pay before document retrieval begins. Documents are usually available within 72 hours (not including weekends or holidays). Payment due upon receipt.
- **Level 1 Request:** must be made in writing. This type of request is complex, involving multiple staff and/or departments or divisions. It involves extensive research or compilation of documents, and requires attorney review. The request also may require follow up by staff to identify what is being requested. City staff furnishes written acknowledgment that the request has been received within 72 hours and as soon as possible after that (usually within one week), provides the requestor a written time and cost estimate for proceeding with the request. The requestor must submit written authorization to proceed and pay the estimated costs before any staff time is expended responding to the request.

Every attempt is made to provide the information within 30 days. The City Recorder coordinates Level 1 Requests and may request a review by the City Attorney to assess disclosure requirements of the information requested.

After the estimate is given to the requestor, the City Recorder's Office must receive written authorization from the requestor before proceeding with the records request. The Requestor will be notified if costs exceed the written estimate given. In addition, a refund will be given if costs are less than estimated.

For more information contact
Mary Feldman, City Recorder's Office at 682-5042
mary.h.feldman@ci.eugene.or.us



City Recorder's Office

400 E. Main Street, Cottage Grove, Oregon 97424 | Phone: (541)942-5501 | Fax: (541)942-1267

PUBLIC RECORDS REQUEST FORM

Anyone has the right to inspect any public record except as otherwise expressly provided by ORS 192.501-502. The City shall respond to public record requests within seven (7) working days of receipt. If your public record request is denied, specific reason(s) will be given by fax, email, or letter. ORS 192.440(3) authorizes a public body to establish fees to reimburse for costs associated in making public records available. You will be advised of the fee required for the request. **Payment of the fee must be received prior to the requested material being released.**

Date of Request: _____

****PLEASE READ****

Name: _____

Have you already contacted someone within

Address: _____

the City about this request Yes No

City/State/Zip: _____

Name: _____

Daytime Phone: _____

Dept: _____

Cell Phone: _____

Are these records pertaining to a case that is currently open? Such as Code/Building Enforcement or Land Use Board of Appeals (LUBA) cases? Yes No

Description of records requested (please be as specific as possible): _____

This form may be submitted to:
 City Recorder
 400 Main Street
 Cottage Grove, OR 97424
 (541) 942-5501
 (541) 942-1267 (Fax)
 Email: cityrecorder@cottagegrove.org

Prices:
 Copies Up to 8 1/2" x 14"..... \$.25/page
 11" x 17"..... \$.50/page
 17" x 24"..... \$ 1.50/page
 Maps or Drawings \$.50/sq ft
 Computer CDs..... \$10.00/each
 Audio Tapes \$ 6.00/each
 VHS/DVD \$12.00/each
 Fax - Send Public Documents..... \$.75/page
 Fax Send/Receive (Non-Public).....\$.75/page
 Research Fees Actual Cost Time/Materials

****FOR CITY USE ONLY****			
Processed by:		#Pages/Tapes	
Referred to Department:	Date:	Total Fees	



CITY OF TROUTDALE

Office of the City Recorder, Debbie Stickney
104 SE Kibling Avenue, Troutdale, OR 97060
Ph. 503-674-7237 • Fax 503-665-7265 • Email: dstickney@ci.troutdale.or.us

PUBLIC RECORDS REQUEST

Name: _____

Address: _____

Home Phone: _____ Work Phone: _____

Requested Record(s): Please give a brief statement describing the record(s) you are requesting. Be specific enough for the City to determine the nature, content and probable department within which the record(s) you are requesting might be located. (Attached an additional sheet if needed)

REQUESTOR – PLEASE READ AND SIGN UPON SUBMITTING REQUEST

I understand that every person has a right to inspect any public record of a public body in this state, except as otherwise expressly provided by ORS 192.501 to 192.505. Further, I understand that fees will be charged to reimburse the City for its actual cost in making the records available. Such calculation may include staff time spent in locating the requested record(s), reviewing the record(s), supervising the inspection of the original document(s) and administrative overhead. I hereby request that the City of Troutdale produce the records specified above. Payment must be received by the City prior to receiving the requested record(s). If the estimated cost exceeds \$25.00, payment of the estimated cost will be required prior to the City proceeding with processing your request.

Signature of Requestor

Date of Request

Fee Charges:

Copying: \$.25 per 8½ x 11 or 8½ x 14 page
 \$.50 per 11 x 17 page

Other Media: Other media (i.e. compact discs, cassette tapes, etc.) will be charged at cost to the requesting party.

Staff Time: Staff time will be billed at the hourly rate plus the wage benefit factor of the staff person providing the service.

Overhead: Overhead will be billed at 50% of total wage and benefit rate.

INTERNAL USE ONLY – INFORMATION TO BE COMPLETED BY CITY STAFF

Date Received by the City Recorder's Office: _____

Information requested is located in _____ department. A copy of this request was provided to _____ on _____.

Estimated Cost for Staff Time: _____	Actual Cost for Staff Time: _____
Estimated Cost for Copying: _____	Actual Cost for Copying: _____
Total Estimate: _____	Total Actual Cost: _____

Written notice was provided on _____ in compliance with SOP #1052.

Notes:

Return this form, a copy of all correspondence between the City and the requestor, along with either a copy of the record(s) provided or a detailed list of the record(s) provided and their location, to the City Recorder.

All public record requests must be made in writing unless otherwise noted. To expedite your request, please fill out this form completely and specifically identify the type of records you are requesting. This form is **NOT** for Police Department records. For police records, please call 541-889-7266.



City of Ontario
Office of the City Recorder
444 SW 4th Street
Ontario, OR 97914
Voice (541)881-3232
Fax (541)889-7121
tori.barnett@ontariooregon.org

PUBLIC RECORDS REQUEST FORM (PLEASE PRINT CLEARLY)

Requester Name: _____ **Date Requested:** _____

Complete Mailing Address: _____

Telephone/Fax: _____ **E-mail:** _____

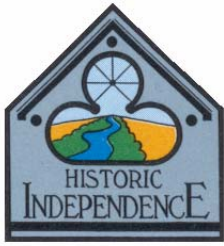
Records/Documents Being Requested: (Please be as specific as possible)

ORS 192.440(3)(a) authorizes the City to charge fees associated with public records requests. The City of Ontario charges the following for copies:

- 8½ x 11 - 25¢ page
- 8½ x 14 - 25¢ page
- 11x17 - 50¢ page
- Audio - \$5 per tape
- Video - \$10 per tape

Every attempt will be made to provide the requested records in a timely manner. ORS 192.430 allows the public body a reasonable time to respond to a records request. The amount of time that is reasonable will depend upon the volume of the records requested, the staff available to respond to the records request, and the difficulty in determining whether any of the records are exempt from disclosure.

Staff completing request _____ **Date:** _____



City of Independence
Office of the City Recorder
PO Box 7, Independence OR 97351
503.838.1212

Request for Information

Name: _____	Phone #: _____
Address: _____	

The information I am requesting is:
(please be specific)

Date Submitted: _____

Do you want these records mailed, or will you pick them up? (Cost of postage will be added) _____

REQUESTOR TO READ AND SIGN UPON SUBMITTING REQUEST

I understand that every person has a right to inspect any public record of a public body in this state, except as otherwise expressly provided by ORS 192.501 to 192.505. Further, I understand that fees will be charged to reimburse the City for its actual cost in making the records available. Such calculation may include staff time, costs for summarizing, compiling, or tailoring a record to meet my request. Copies of large documents are sometimes taken to a commercial copy business. For those documents the fee will be actual cost plus staff time. I hereby request that the City of Independence Records Officer produce, as best to their ability, the records specified above. Payment in advance is required for charges estimated to be over \$10.00.

Signature of Requestor

Date of Request

FOR OFFICE USE ONLY

Info compiled by: _____
Amount due: _____
Date picked up: _____

Date completed: _____
Date notified: _____
Receipt #: _____

Procedure for Public Records Request

1. Complete and return the Records Request form with as much detailed information as you can. For City Hall Records return this form to City Recorder, Karin Johnson.
 2. The City will provide a written cost estimate and MUST receive confirmation that you want the City to proceed with your request. Estimates over \$10 will be paid in advance.
 3. The City will contact you with the estimate and a time the records will be available for inspection. Do you wish them to be mailed or will you pick them up?
 4. If you are inspecting records at City Hall you will be called with an available time to inspect the records. A place for ONE person will be provided for reviewing the files. One file at a time will be made available. When you are through with it, return it, and receive the next file. Any pages to be copied should be marked with sticky notes provided by the city.
 5. When your inspection has been completed, return the last file. If staff is available the copies will be available at that time. If staff is not available to copy the requested pages at that time you will be called at the phone number on this form once staff has had time to copy the requested pages.
 6. If more than one person wants to look at files at the same time, reservations must be made in advance for a conference room. A research fee will be charged to cover a staff person's time for remaining in the room with the files.
-

RECORDS OFFICER RESPONSE TO REQUEST:

- The City is not in possession of the requested records.
- Further information is required to clarify the request. Please provide the following:

- Copies of the requested records are attached.
- The City is in possession of at least some of the requested records. It will take approximately _____ to provide the records. The estimated cost is _____.
- It is uncertain that the City is in possession of the records. It will take approximately _____ to search for the records.
- The public record(s) requested are exempted from public disclosure under state and/or federal law.

FEES

Copies:

8.5 x 11, B&W	\$.25 per page
8.5 x 11, Color	\$.50 per page
11 x 17, B&W	\$.50 per page
11 x 17, Color	\$1.00 per page

Electronic Format:

CD/DVD readily available	\$5.00 per CD/DVD
Electronic Search of City Server	\$5.00 per CD/DVD + \$100/hour – 1 hour minimum

Nonstandard Documents:

Actual Cost to Reproduce

Research Fees:

Up to 10 minutes:	Per-Page Fee + \$ 2.00
10 minutes – 2 hours:	Per-Page Fee + \$25.00 per hour
Over 2 hours:	Actual employee payroll costs + Per-Page costs



PUBLIC RECORDS REQUEST FORM (PLEASE PRINT CLEARLY)

For General City Records Please return to the City Recorder PO Box 970, Newberg, OR 97132 Voice (503) 537-1283 Fax (503) 537-5013 norma.alley@newbergoregon.gov	For Fire Records Please return to the Fire Dept. 414 E. 2 nd St., Newberg, OR 97132 Voice (503) 537-1230 Fax (503) 554-7750 nfd@newbergoregon.gov	For Court Records Please return to the Court Administrator PO Box 970, Newberg, OR 97132 Voice (503) 537-1203 Fax (503) 538-5393 lisa.barry@newbergoregon.gov
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Requester Name: _____ **Today's Date:** _____

Mailing Address: _____

Telephone: _____ **Email:** _____

Records Being Requested: (Please be as specific as possible and attach another sheet if needed)

ORS 192.440(3)(a) authorizes the City to charge fees associated with public records requests. For details please refer to the City's Public Records Fee Schedule in [Resolution No. 2008-2771](#). Every attempt will be made to provide the requested records in a timely manner. ORS 192.430 allows the public body a reasonable time to respond to a records request. The amount of time that is reasonable will depend upon the volume of the records requested, the staff available to respond to the records request, and the difficulty in determining whether any of the records are exempt from disclosure.

In accordance with ORS 192.440(2), this is to acknowledge our receipt on _____, Date

By _____, Name **of your above requested records.**

Having reviewed your request, we are able to inform you that:

- The City of Newberg is the custodian of at least some of the requested public records. We will provide an estimate of the time and fees for disclosure of the public records within a reasonable time.
- The City of Newberg is the custodian of at least some of the requested public records. We estimate that it will require _____ business days before the public records may be inspected or copies of the records will be provided. We estimate that the fee for making the records available is \$_____, which you must pay as a condition of receiving the records.
- Copies of all requested public records for which the City of Newberg does not claim an exemption from disclosure under ORS 192.410 to 192.505 are enclosed.
- The City of Newberg does not possess/is not the custodian of the requested record(s).
- The City of Newberg is uncertain whether we possess the requested record(s). We will search for the record and make an appropriate response as soon as practicable.
- State/Federal law prohibits the City of Newberg from acknowledging whether the requested record(s) exist(s) per _____.
- The City of Newberg is unable to acknowledge whether the requested record(s) exist(s) because that acknowledgement would result in the loss of _____.

Staff completing request: _____

Date response to request was *mailed / emailed / faxed / given to personally* (circle one): _____