



# PUBLIC RECORDS REQUEST

Name: \_\_\_\_\_

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

Phone: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Public Records/information being requested: (be specific, attach additional sheet if needed)

\_\_\_\_\_  
\_\_\_\_\_

Purpose of Request: Some records requests may require a balancing of privacy rights, governmental interests and other confidentiality policies on one hand and the public interest on the other. Thus, because the identity and motive of the person seeking the disclosure of a particular record may be relevant in determining whether a record is exempt from disclosure under a conditional exemption, please give a brief statement as to the purpose of your request:

\_\_\_\_\_  
\_\_\_\_\_

How do you want these records delivered?

I will pick them up.       Faxed       Emailed to: \_\_\_\_\_

Mailed by USPS to: \_\_\_\_\_

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 Dundee 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

Date Completed: \_\_\_\_\_ Date Notified: \_\_\_\_\_ Date Picked Up: \_\_\_\_\_

Info Compiled By: \_\_\_\_\_ Total Charges: \_\_\_\_\_

## Information Regarding Obtaining Records

- Oregon Revised Statutes (ORS) 193.430 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 those records are exempt from disclosure.
  - ORS 192.440 (5) authorizes the City to charge fees associated with public records requests.
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### Procedure for Public Records Request

1. Complete and return the Records Request form with as much information as you can. This form may be submitted:
    - To City Records at 620 SW 5th Street
    - Faxed to City Records at (503) 538-1958
    - E-mailed to [Kenzie.Nagel@dundeecity.org](mailto:Kenzie.Nagel@dundeecity.org)
  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. A research fee will be charge to cover a staff person's time for remaining in the room with the files.
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### Fees for Public Record Request

#### Copies:

8.5 X 11	\$0.25 per page
8.5 X 11 Color	\$0.50 per page
11 X 17	\$0.50 per page
11 X 17 Color	\$1.00 per page

#### Electronic Format:

CD	\$2.00 + postage if mailed
Electronic Scans	\$0.25 per page
Nonstandard Documents	Actual Cost to reproduce

#### Research Fees:

Up to 30 Minutes	Copy cost only
30 Minutes to 2 Hours	Copy Cost + \$25.00 per hour
Over 2 Hours	Employee costs plus overhead