

Public Records Request

City of Oregon City
 625 Center St.
 Oregon City, OR 97045
 503-657-0891



Submit request to: City Recorder, Fax: 503-657-7026 or E-mail: recorder@orcity.org

Name: _____	Phone: _____
Address: _____	E-mail: _____
City/State/Zip _____	

Provide detailed description of documents requested: *(Attach additional sheet if needed)*

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 provided by ORS 192.496 to 192.505. I understand that the documents or records requested may not be immediately available for my review and that I may need to make an appointment to review the documents or records. I acknowledge that there may be a cost for the research time to retrieve the requested records and costs for duplication of requested documents. If research time is required, I understand I will be notified of the estimated cost prior to retrieving the documents or records. I also understand that prepayment for research time and copies may be required. I acknowledge that any documents or records made available to review must not be disassembled and must be left intact, and that I cannot make copies myself.

 Signature of Requestor

 Date

Business Name *(if applicable)*: _____

FOR INTERNAL USE ONLY

Department: Planning Building Public Works Code Enf. Finance City Recorder Other _____

(See fee schedule for costs)

Copies: \$.50 ea. (first 20 pgs.)	# Copies made: _____	\$ _____
\$.25 ea. (21-50 copies)		
\$.15 ea. (50+ copies)		
Research fee <i>(first 1/2 hour no charge)</i> :	Length of time: _____	\$ _____
Other media or materials:		\$ _____
_____		\$ _____
_____		\$ _____
_____		\$ _____
_____		\$ _____

Receipt # _____

Total amount received \$ _____

Request Filled By: _____

RETURN THIS FORM TO CITY RECORDER

INSTRUCTIONS FOR REQUESTING PUBLIC RECORDS *

1. Requests must be in writing using the form provided. (Please note, the City will not create a new document in response to a records request.)
2. Submit request to the City Recorder, 625 Center Street, Oregon City, OR 97045, or by fax at 503-657-7026, or by e-mail at recorder@ci.oregon-city.or.us. Police records requests are processed through the Police Records Division. Contact the police records manager at 503-657-4964 for proper form.
3. The City shall respond to all requests as soon as practical and without unreasonable delay within five (5) business days or, within five (5) business days will explain why more time is needed for a full response.
4. If inspection of documents is preferred over copies, such inspection shall occur during normal business hours. An acceptable inspection time and place will be arranged between the requestor and the staff person. Space is provided for one person to inspect records per request.
5. The City will submit a cost estimate to the requestor to provide the requested documents, including copying charges, research time (if required), and separating exempt from non-exempt materials. There is no research cost for the first ½ hour of staff time. Requestor must confirm to the City to proceed with the request following receipt of the cost estimate.
6. If the estimated cost is \$25.00 or more, the City shall require a deposit in the full amount of the estimate before fulfilling the request. If the actual cost exceeds the estimate, the City will not release the documents until the fee is received in full.
7. If the estimated cost is less than \$25.00, the City will fulfill the request and present the requestor with an invoice to be paid before release of the documents.
8. If the record requested is in storage offsite at the City's document storage facility, a fee is charged for its retrieval.

COSTS FOR MISCELLANEOUS CITY SERVICES

Photocopying	
Black & White and Color Copies:	
1-20 pages (per page)	\$0.50
21-50 pages (per page)	\$0.25
50+ pages (per page)	\$0.15
Cassette Tape or CD Duplication (per event/meeting)	\$25.00
Annual Budget (per copy)	\$25.00
Oregon City Municipal Code Supplements – per printing	Varies
Returned Checks (all departments)	\$25.00
List of Oregon City Businesses and Vendor List (hard copy or electronic)	\$25.00
Carton Retrieval from Document Storage (Recall)(1 box; \$7.00 each additional box)	\$35.00 (1 box)
Research Cost: Staff hourly wage, plus benefits (first ½ hr. free)	Varies

* See Oregon City Resolution No. 08-30 for detailed instructions.