

PO Box 158
431 Payton Ave.
Drain, OR 97434



Phone: 541-836-2417
Fax: 541-836-7330
www.cityofdrain.org
assistant@cityofdrain.org

PUBLIC RECORDS REQUEST

Name: _____ Phone #: _____

Address: _____

I request: inspection copies of the following records in your office (please be specific):

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 192.345 to 192.355. 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 Drain Records Officer produce, as best to their ability, the records specified above. Payment in advance is required for charges estimated to be over \$25.

Signature of Requestor

Date of Request

FOR OFFICE USE ONLY

The City will acknowledge written requests for information within five (5) calendar days (ORS192.324).

- 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 records requested are exempted from public disclosure under state and/or federal law, per ORS 192.345 to 192.355.

Information compiled by: _____ Date completed: _____

Number of copies made _____ x \$.25/sheet = \$ _____
Consultant hours _____ x \$ _____ /hr. (_____) = \$ _____
Number of audio media made _____ x \$7/each = \$ _____
Staff time at \$36/hour x _____ hours = \$ _____
Other charges: _____ = \$ _____
Total amount due: _____ = \$ _____

Costs for copies of documents are specified by City Council resolutions and ordinances as allowed by ORS 192.324.

SEE PAGE 2 FOR PUBLIC RECORDS REQUEST PROCEDURE.

PROCEDURES 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, P.O. Box 158, 431 Payton Avenue Drain, Oregon 97435
2. The request will be stamped with the date and time received.
3. The City will acknowledge your written request within five (5) calendar days. The City may provide a verbal response to your request within less than five (5) calendar days which includes an estimated time to review and may include a cost estimate. Confirmation **MUST** be received that you want the City to proceed with your request. Estimates over \$25 will be paid in advance. If payment is not received within 30 calendar days of notification to the requester, the request will be considered withdrawn.
4. If you are inspecting records at City Hall, a place will be provided for reviewing the files. Any pages to be copied should be marked **ONLY** with sticky notes provided by the City.
5. When your inspection has been completed, return all files. **If** staff is available, the copies will be made available at that time. If staff is not available to copy the requested pages at that time, a timely estimated date of completion will be provided; and 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 reviewing room. The staff time fee will be charged to cover a staff person's time for remaining in the room with the files.