



PUBLIC RECORDS REQUEST

Office of the City Recorder
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. For Police Department Records return the form to Police Office Manager.
 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.
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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