



**CITY OF PHILOMATH**

PO Box 400  
980 Applegate Street  
Philomath, OR 97370

Phone: (541) 929-6148  
Fax: (541) 929-3044  
Email: ruth.post@ci.philomath.or.us

**PUBLIC RECORDS REQUEST**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

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

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

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 Philomath 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 shall provide written response to this information request within seven (7) calendar days (ORS192.465(2)).

- 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 192.410 to 192.505.

Information compiled by: \_\_\_\_\_ Date completed: \_\_\_\_\_

Number of copies made _____ x \$.25/sheet	= \$ _____
Number of CD/DVD's made _____ x \$10/each	= \$ _____
Staff time at \$46/hour x _____ hours	= \$ _____
Shipping/Handling	= \$ _____
Other charges: _____	= \$ _____
<b>Total amount due</b>	<b>= \$ _____</b>

Costs for copies of documents are specified by City Council resolutions and ordinances as allowed by ORS 192.440(3)

**SEE REVERSE SIDE 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 Ruth Post. For Police Department records, return this form to Police Clerk Shelley Bartlow. For Public Works Department records, return this form to Public Works Director Kevin Fear. Mailed requests should be sent to: City of Philomath, ATTN: Records Officer, PO Box 400, Philomath, OR 97370.
2. The request will be stamped with the date and time received.
3. The City will provide a written response to your request within seven (7) calendar days but may also provide a verbal response to your request within less than seven (7) 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.
7. Please refer to the City of Philomath Public Requests for Information Policy and Procedure for additional details related to public records requests.