



# CITY OF PHILOMATH

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Philomath, OR 97370

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## PUBLIC RECORDS REQUEST

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

I request \_\_\_\_\_ inspection \_\_\_\_\_ copies of the following records: *(Please be as specific as possible. Attach additional detail if necessary.)*

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 192.338, 192.345 and 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 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

Request received by: \_\_\_\_\_ Receipt date: \_\_\_\_\_

Per ORS 192.324(2) within 5 business days, the City acknowledges and responds to this request as follows:

- Copies of the requested records are attached.
- The City is not in possession of the requested records;
- 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 192.311 to 192.478.
- Response delayed because: \_\_\_\_\_
- Further information is required to clarify the request. Please provide the following: \_\_\_\_\_

Acknowledged by: \_\_\_\_\_ Acknowledgement date: \_\_\_\_\_

Request completed/closed by: \_\_\_\_\_ Date completed/closed: \_\_\_\_\_

Number of copies made _____ x \$.25/sheet	= \$ _____
Number of CD/DVD's made _____ x \$25/each	= \$ _____
Staff time at \$50/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 192.324(4). See Resolution 17-01 for fees for additional public record requests.

**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 Katie Miller. 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 date of receipt will be entered onto the request.
3. The City will provide a written acknowledgement and response to your request within five (5) business days but may also provide a verbal response to your request within less than five (5) business days. Staff will provide an estimated time required to compile the request 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 60 calendar days of notification to the requester, the request will be considered closed.
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. Depending upon the volume of the request and staff availability, copies may be provided at that time. If staff time is not available to copy the requested pages at that time, a timely estimated date of completion will be provided in compliance with ORS 192.329(5); and you will be called at the phone number provided upon completion.
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.