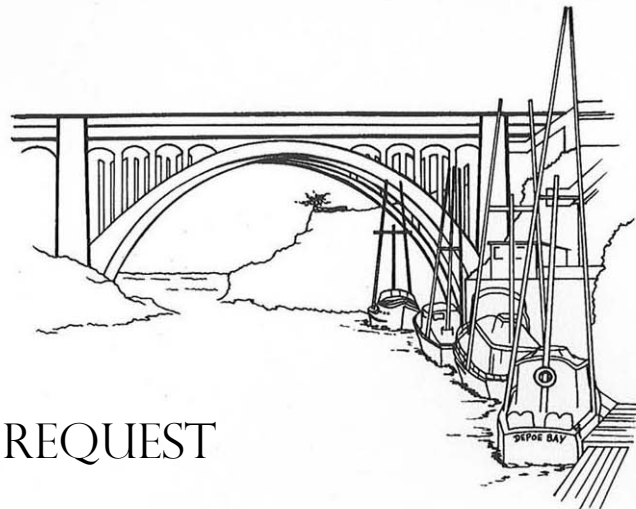


CITY of DEPOE BAY

Post Office Box 8 + Depoe Bay, Oregon 97341
Phone (541) 765-2361 + Fax (541) 765-2129
TDD# 1-800-735-2900



PUBLIC RECORDS REQUEST

Date: _____

Request is for: Inspection of public records Copies of public records

Would you prefer to receive your public records copies by: Mail Email Fax Will pick up

Name: _____

Mailing Address: _____

City, State, Zip: _____

Email: _____ Daytime Phone: _____

Information or records being requested. Please be as specific as possible, using an additional sheet, if necessary. If known, include pertinent information such as file name/number or year of creation. The City must be able to determine the nature, time frame, content, and department within which the record(s) you are requesting may be located. Additionally, If files are previewed before copies are made, identify documents you wish to have copied from the files on the Copy Request Form (provided at time of preview), and sign and date it. Also tag each page you are requesting a copy of with a paper clip or sticky note.

Purpose of request: _____

Additional Information for Requestor:

The City will respond to your written request with a cost estimate within 5 business days. The first half hour of Staff time is not charged. After the cost estimate is provided, written authorization to proceed is required. All requests must be prepaid before any further work is performed in completing your request. Once paid, you will be contacted when the records you requested are ready for inspection or pickup. If the final cost exceeds the estimate, the balance due must be paid before your public records copies will be released.

There are exceptions to the public records laws which allow a public body to refuse to disclose public records. See ORS 192.501 - 192.505. Public bodies are not required to explain or answer questions about these records. If the City denies your request, a written explanation of the reason for denial will be provided.

A City Staff member must review the public record to ensure the record does not contain any exempt-from-disclosure information before releasing the record for inspection. A City Staff member must be present while any public records are being inspected to ensure protection of the records. Original public records shall not be taken out of the custody of the city. Nothing can be altered, added, or removed from the public records. Photographing documents is not permitted.

Full fee schedule is listed in Res. #424

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 and costs for compiling or tailoring a record to meet my request. Copies of large documents may need to be taken to a commercial copy business; the fee for those documents will be actual cost plus Staff time. Upon notification of completion, I understand the record will only remain available for seven business days.

I have read and agree to comply with the above conditions, and to pay the cost of fulfilling this public records request according to the conditions set forth above and as established in the fee schedule adopted by the City Council which is in effect at the time of this request.

Signature of Requestor

Date of request

City of Depoe Bay Use Only

Records request was: [] Approved [] Denied – Reason: _____

Date estimate provided: _____

Date of notice to proceed: _____

Date request completed: _____

Date requestor notified: _____

Date [] mailed [] emailed [] faxed [] picked up: _____

Info compiled by: _____ Total Charges: \$ _____