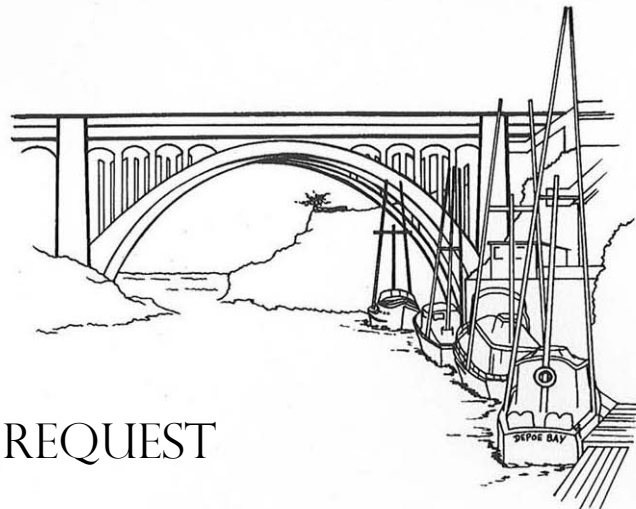


# CITY of DEPOE BAY

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.

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Purpose of request: \_\_\_\_\_

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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

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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: \$ \_\_\_\_\_