



City of Independence
Office of the City Recorder
PO Box 7, Independence OR 97351
503.838.1212

Request for Information

Name: _____ Phone #: _____

Address: _____

The information I am requesting is:
(please be specific)

Date Submitted: _____

Do you want these records mailed, or will you pick them up? (Cost of postage will be added) _____

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 Independence 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

FOR OFFICE USE ONLY

Info compiled by: _____

Date completed: _____

Amount due: _____

Date notified: _____

Date picked up: _____

Receipt #: _____

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, Karin Johnson.
 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 wants to look at files at the same time, reservations must be made in advance for a conference room. A research fee will be charged to cover a staff person's time for remaining in the room with the files.
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RECORDS OFFICER RESPONSE TO REQUEST:

- 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 record(s) requested are exempted from public disclosure under state and/or federal law.

FEES

Copies:	
8.5 x 11, B&W	\$.25 per page
8.5 x 11, Color	\$.50 per page
11 x 17, B&W	\$.50 per page
11 x 17, Color	\$1.00 per page
Electronic Format:	
CD/DVD readily available	\$5.00 per CD/DVD
Electronic Search of City Server	\$5.00 per CD/DVD + \$100/hour – 1 hour minimum
Nonstandard Documents:	
	Actual Cost to Reproduce
Research Fees:	
Up to 10 minutes:	Per-Page Fee + \$ 2.00
10 minutes – 2 hours:	Per-Page Fee + \$25.00 per hour
Over 2 hours:	Actual employee payroll costs + Per-Page costs