



# City of Port Orford

P.O. Box 310 / 555 20<sup>th</sup> Street, Port Orford, OR 97465

Phone (541) 332-3681 ♦ Fax (877)281-5307

## Public Records Request Form

Oregon Public Records Law grants each person the right to inspect the records of a public body (unless exempt from disclosure). Please fill out this form completely and identify specifically the type of records you are requesting.

Full Name: \_\_\_\_\_

Name of Organization (if applicable) \_\_\_\_\_

Mailing Address \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Date of Request: \_\_\_\_\_

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

Have you contacted any other City of Port Orford employee about this request? YES NO Employee name: \_\_\_\_\_

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**Requested Information/Records:** Please give a brief statement describing the requested information/records, being specific enough for the City to determine the nature, content and department within which the record(s) you are requesting may be located. If files are to be previewed before copies are requested, please identify documents you wish to have copied from the files and sign.

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(please attach pages if additional room is needed)

**Signature:** \_\_\_\_\_

This form may be submitted:

- By mail or in person to the City of Port Orford at: 555 20<sup>th</sup> St. / P.O. Box 310, Port Orford, 97465
- Faxed to 877-281-5307
- E-mailed to the City Recorder Terrie Richards at [trichards@portorford.org](mailto:trichards@portorford.org)

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### FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_ Date Completed: \_\_\_\_\_ Date Notified: \_\_\_\_\_ Date Picked Up: \_\_\_\_\_

Info Compiled by: \_\_\_\_\_ Total Charges: \_\_\_\_\_

## Information About Obtaining Records

- Oregon Revised Statutes (ORS) 192.430 allows the public body a reasonable time to respond to a records request. The amount of time that is reasonable will depend upon the volume of the records requested, the staff available to respond to the records request, and the difficulty in determining whether any of the records are exempt from disclosure.
- ORS 192.440 (5) authorizes the City to charge fees associated with public records requests.
- The City Recorder may coordinate the response
- **Level 1 Request:** does not require a written request or payment of a fee. Requested document must be current and readily available, require no duplication, may not be subject to the Public Records Fee Schedule, and must require no additional staff time or resources to be made available. These types of documents are intended for public distribution, such as information brochures, agendas, permit applications, job applications, election-related petitions, or solicitations for public comment.
- **Level 2 Request:** must be made in writing. Requested documents are not immediately available. Request must clearly and correctly identify the document, may not require extensive staff research to locate the document, may not include more than 5 documents or 50 pages or documents that are more than one year old. Requested documents must be located in a single department or division, may not contain sensitive, confidential, or privileged information, and must not require attorney review prior to release. Cost estimates will be provided and requestor must agree to pay before document retrieval begins. Documents are usually available within 5 business days (not including weekends or holidays).
- **Level 3 Request:** must be made in writing. This type of request is complex, involving multiple staff and/or departments or divisions. It involves extensive research or compilation of documents, and requires attorney review. The request also may require follow up by staff to identify what is being requested. City staff furnishes written acknowledgment that the request has been received usually within three to five business days and as soon as possible after that provides the requestor a written time and cost estimate for proceeding with the request. The requestor must submit written authorization to proceed and pay the estimated costs before any staff time is expended responding to the request.

Every attempt is made to provide the information for all Levels of requests per ORS 192.430. The City Recorder will coordinate Level 2 and 3 requests and may request a review by the City Attorney to assess disclosure requirements of the information requested.

After the estimate is given to the requestor, the City Recorder's Office must receive written authorization from the requestor before proceeding with the records request. The requestor will be notified if costs exceed the written estimate given. In addition, a refund will be given if costs are less than estimates.

For more information contact:  
Terrie Richards, City Administrator/Recorder  
541-332-3681 ext. 240 or [trichards@portorford.org](mailto:trichards@portorford.org)

Materials	Fees
8 ½ X 11"	\$0.25 per page / side
Certified Copies	\$7.50 first page 0.25 ea. Additional page / side
Sound Recordings	\$7.50 per recording
Maps/Non-Standard	Actual cost to reproduce
Requests requiring more than 15 min	Lowest clerical employee benefit rate, Min. ¼ hour – Over \$25.00 written estimate provided