



# CITY OF ROGUE RIVER

133 Broadway • Box 1137 Rogue River, Oregon 97537 • (541) 582-4401

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## PUBLIC RECORDS REQUEST

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

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

Home Phone: \_\_\_\_\_ Business: \_\_\_\_\_ Fax: \_\_\_\_\_

PUBLIC RECORDS/INFORMATION BEING REQUESTED: (Be specific, attach additional sheet if needed) \_\_\_\_\_

Do you want these records e-mailed or will you pick them up? \_\_\_\_\_

### 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 OR 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, cost 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 Rogue River Records Officer produce, as best of their ability, the records specified above. Payment in advance is required for charges estimated to be over \$5.00.

Name \_\_\_\_\_

Date \_\_\_\_\_

### INTERNAL USE ONLY - INFORMATION TO BE COMPLETED BY CITY STAFF

This request is best handled by the \_\_\_\_\_ Department. Therefore, for purposes of processing, a copy of this request was provided to : \_\_\_\_\_ on: \_\_\_\_\_

Copied to: \_\_\_\_\_

The schedule for this request is as follows:

ACTION TAKEN ON: Day 1: \_\_\_\_\_ Day 2: \_\_\_\_\_ Day 3: \_\_\_\_\_ Day 4: \_\_\_\_\_ Day 5: \_\_\_\_\_

**Staff must advise the City Administrator if documents are not able to be produced with seven (7) days pursuant to Resolution No. 07-1146-R**



We are an AA/EOE and comply with Section 504 of the Rehab. Act of 1973

"Home of the National Rooster Crowing Contest"



Was cost estimate provided: Yes No Date: \_\_\_\_\_ Was letter sent: \_\_\_\_\_ (If yes attach.)

Location of Records: \_\_\_\_\_ On Site \_\_\_\_\_ Off Site in Box/ID# \_\_\_\_\_

Notes: \_\_\_\_\_

Reason for delay or inability to comply: \_\_\_\_\_

Date request was satisfied: \_\_\_\_\_ Fee Total \$ \_\_\_\_\_

This request was not satisfied for the following reason: \_\_\_\_\_

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## PROCEDURE FOR PUBLIC RECORDS REQUEST

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1. Complete and return the Records Request form with as much detailed information as you can. For City Hall Records return this form to the City Administrator's office. For Police Department Records return the form to the Police Chief's office. (*With a minimum charge of \$5.00 as set by Resolution.*)
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 \$5.00 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 requesting to inspect 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.