



CITY OF SHERIDAN

City Hall • 120 SW Mill Street • Sheridan, OR 97378

Phone 503-843-2347 • Fax 503-843-3661

www.cityofsheridanor.com

PUBLIC RECORDS REQUEST

Name: _____ Phone #: _____

Mailing Address: _____ Email: _____

I request ____ inspection ____ copies of the following records: *(Please be as specific as possible. Attach additional detail if necessary.)*

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 192.338, 192.345 and 192.355. 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, or compiling records 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 Sheridan Records Officer produce, as best to their ability, the records specified above. I understand that payment in advance is required for estimated charges.

Signature of Requestor

Date of Request

FOR OFFICE USE ONLY

Request received by: _____ Receipt date: _____

Per ORS 192.324(2) within 5 business days, the City acknowledges and responds to this request as follows:

- Copies of the requested records are attached for all requested public records for which the City does not claim an exemption from disclosure.
- The City is not in possession of the requested records;
- The City is in possession of at least some of the requested records.
It will take approximately _____ days to provide the records. The estimated cost is \$ _____.
- It is uncertain that the City is in possession of the records.
It will take approximately _____ days to search for the records.
- The public records requested are exempted from public disclosure under state and/or federal law, per ORS 192.311 to 192.478.
- Response delayed because _____
- Further information is required to clarify the request. Please provide the following:

Acknowledged by: _____

Acknowledgement date: _____

Request completed/closed by: _____

Date completed/closed: _____

| | | |
|---|---|------------|
| Number of copies made _____ | x \$.10/8 1/2 x 11 sheet B&W | = \$ _____ |
| Number of copies made _____ | x \$.75/8 1/2 x 11 sheet Color | = \$ _____ |
| Number of copies made _____ | x \$.15/8 1/2 x 14 sheet B&W | = \$ _____ |
| Number of copies made _____ | x \$.75/8 1/2 x 14 sheet Color | = \$ _____ |
| Number of copies made _____ | x \$.90/11x17 sheet B&W | = \$ _____ |
| Number of CDs made _____ | x \$20/each | = \$ _____ |
| Document Certification _____ | x \$1/each | = \$ _____ |
| Staff time at \$35/hour x _____ | hours | = \$ _____ |
| Costs for contractor's work (ie. Engineer, Planner, Attorney) | are based upon their contractual hourly rate. | = \$ _____ |
| Total amount due | | = \$ _____ |

PROCEDURES FOR PUBLIC RECORDS REQUEST

1. Complete the Records Request form with as much detailed information as you can and return the form to the City Recorder, 120 SW Mill Street, Sheridan, Oregon 97378.
2. The date of receipt will be entered onto the request.
3. The City will provide a written acknowledgment and response to your request within five (5) business days but may also provide a verbal response to your request within less than five (5) business days. Staff will provide an estimated time required to compile the request and may include a cost estimate. If the estimate of fees to produce the record is over \$25, confirmation **MUST** be received in writing that you want the City to proceed with your request. Since many record requests may require extensive staff time to locate and process, pre-payment of estimated charges for responding to a records request is required before acting on a request. If the charges are less than the pre-payment, any over-payment will be refunded. Receipts will be provided.
4. If you are inspecting records, a place will be provided for reviewing the files. Any pages to be copied should be marked only with sticky notes provided by the City.
5. When your inspection has been completed, return all files. Depending upon the volume of the request and staff availability, copies may be provided at that time. If staff time is not available to copy the requested pages at that time, a timely estimated date of completion will be provided in compliance with ORS 192.329(5), and you will be called at the phone number provided upon completion of the copies.
6. If more than one person wants to inspect the files at the same time, reservations must be made in advance for a reviewing room. The staff time fee may be charged to cover a staff person's time for remaining in the room with the files.