

PUBLIC RECORDS REQUEST FORM

City of Cascade Locks

City Recorder's Office

Notice: Oregon Public Records Law grants each person the right to inspect the records of a public body (unless exempt from disclosure). ORS 192.410-525 outlines a procedure for records request to comply with the Oregon Public Records Law and ORS 192.440 (4)(a) authorizes the public body to charge fees associated with the requests. City of Cascade Locks fees are set by Resolution. Prepayment will be required for requests that exceed \$10.00. Senate Bill 481 requires that a public body respond in writing to a public records request. You will be given a copy of this form when the City processes your records request to serve as that notification.

Your signature below acknowledges that you have read, understand, and accept financial responsibility for the fees associated with this public records request.

Signature: _____ Date: _____

Requestor Information:

Name Mailing Address

City State Zip Code

Daytime Phone Number Fax Number Email Address

Document Information:

Describe the information/records you are requesting being specific enough for the City to determine the nature, content, and department within which the records you are requesting may be located. Provide specific dates whenever possible. Use additional sheets of paper if necessary.

Return Form to: Mail or drop off: City Hall, City Recorder, PO Box 308, 140 WaNaPa Street, Cascade Locks, OR 97014

Fax: 541-374-8752

Email: kwoosley@cascade-locks.or.us

FOR STAFF USE

Date Request Received: _____ Date copy of form provided: _____
Staff Initial: _____ Via: Mail Email Fax Pick up at City Hall

This Records Request:

- Was completed on (date): _____
- Was referred to the City Attorney on (date): _____
- Will require more time to process (Estimated completion date): _____
- Will exceed \$10.00 so will require prepayment. (Estimated amount due prior to completion): _____
- Was unable to be completed because the City is not in possession of the records.
- Was unable to be completed because the records are exempt under state or federal law.
- Other: _____