

City of Veneta
REQUEST FOR PUBLIC RECORDS

Name: _____ Date: _____

Address: _____ Email: _____

Home Phone: (____) _____ Business: (____) _____ Fax: (____) _____

Please check one of the following:

Arrange an opportunity to personally inspect the requested records

Have these records mailed or emailed

Pick them up from City Hall

Public Records/Information being requested (Please be specific, attach additional sheet if needed):

(1) _____

(2) _____

(3) _____

Reason for Request:

If you are requesting information about a specific parcel of land, you must provide the following information:

Street Address: _____ Assessors Map # _____ Tax Lot # _____

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 in accordance with Resolution No. 885. I agree to pay any estimated fees in advance 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. Large documents may need to be taken to a commercial business for copying, in which case the fee will reflect actual costs, plus staff time. I hereby request the City of Veneta produce the record(s) specified above.

The City of Veneta will acknowledge requests for public records within a reasonable amount of time and include one or more of the following:

- a) A statement that the City of Veneta does or does not have custody of the requested public record(s);
- b) Copies of all requested public records for which the City of Veneta does not claim an exemption from disclosure under ORS 192.410 to 192.505;
- c) A statement that the City of Veneta is the custodian of at least some of the requested records and either: 1) an estimate of time the City requires before the requested records may be inspected or copies will be provided and an estimate of the associated fees, or 2) that an estimate of the time and fees required for disclosure will be provided within a reasonable time;
- d) A statement that the City of Veneta is uncertain whether it possesses any requested records and that it will search for the requested records and respond as soon as practicable; or
- e) A statement that state or federal law prohibits the City of Veneta from acknowledging whether the record exists and a citation to the relevant state or federal law.

Signature

Date

FOR OFFICE USE ONLY

Date Request Received		Estimated Staff Time		Date Records Provided	
Deposit Amount		Deposit Paid (Receipt #)		Staff Person	
Balance Owing		Paid (Receipt #)		Refund Owing	

Records provided or copies attached:

Public Record Request Policy and Procedures for Research and Copies of City Records

1. STAFF TIME & COPIES:

- a) If a request for records of the City can be located and produced in less than fifteen minutes, the City will charge for copies and delivery only.
- b) If a request for records of the City requires personnel to spend more than 15 minutes searching or reviewing records prior to their release or copying, or if the request requires monitoring of original records, the minimum fee shall be the actual hourly wage/benefits of the staff individuals involved, with a minimum of one-quarter hour charge.
- c) The City Recorder shall prepare an estimate of the time required to provide the materials, and the fee shall be paid prior to the actual search and copying. If the amount of time involved is less than estimated, the excess money shall be refunded to the individual. If the actual cost is in excess, the difference shall be paid by the individual at the time the documents are obtained.

2. ATTORNEY TIME: Copies of records that require attorney time for segregation of exempt from non-exempt material will be provided at the City's actual cost for attorney time, copying, and delivery charges. Staff will advise the person requesting the records of the attorney's billing rate and obtain a deposit equal to one hour of attorney time. If the amount of time involved is less than estimated, the excess money shall be refunded to the individual. If the actual cost is in excess, the difference shall be paid by the individual at the time the documents are obtained.

3. PHOTOCOPIES: Copies of public records up to 11" X 17" shall be provided at a charge of 30 cents (\$0.30) per single-sided page.

4. POSTAGE: The actual cost of postage shall be charged for records that are requested to be mailed.

5. OTHER MEDIA: Copies of records that must be professionally duplicated or copied to other media shall be charged at the actual cost of copying in addition to the cost of the media and staff time required for preparation and delivery of the records.