

City of Veneta
REQUEST FOR PUBLIC RECORDS



Name of Person making request: _____ Date: _____

Requested Records (Please be specific):

- (1) _____
- (2) _____
- (3) _____
- (4) _____

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 #: _____

The City of Veneta charges research and copy costs in accordance with Resolution 885. Charge are listed on the reverse side of this form.

I hereby agree to pay the costs associated with my request in accordance with the City Resolution which requires paying the cost of staff time to research my request:

 Signature Date

 Contact Phone Number

FOR OFFICE USE ONLY			
Date Request Received		Estimated Staff Time	
Deposit Amount		Deposit Paid (Receipt #)	
Records provided:			
Date Records Provided		Staff Person	

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

1. EXEMPTION: 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.
2. STAFF TIME & COPIES: 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.

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.

3. 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.
4. 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.
5. POSTAGE: The actual cost of postage shall be charged for records that are requested to be mailed.
6. 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.