



Public Records Request

PO Box 458 * Veneta, OR 97487 * 541-935-2191 * Fax 541-935-1838 * www.venetaoregon.gov

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 Exhibit "A" to Resolution No. 1231. 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.

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: