



SCAPPOOSE *Oregon*

Request for Public Records
City of Scappoose
33568 East Columbia Avenue
Scappoose, Oregon 97056

REQUESTOR INFORMATION: (please print) Date of Request: _____

Request is for: **(please select one)** Copies of public records or Inspection of public records

Business Name: _____

Name: _____ Daytime Phone: _____

Mailing Address: _____

City, State, Zip: _____

Email address: _____

Preferred method of contact: Mail Phone E-mail

The information I am requesting is (please be specific): _____

COPY FORMAT: (please select one) Scan to PDF (if available) 8 1/2 x 11 paper copy
 CD (if mailed cost of postage will be added)

Public records are writings containing information relating to the conduct of the public's business. Writings include handwritten, typed, photographed, electronic or otherwise recorded words, letters, pictures, sounds, symbols or combinations of any of these mediums (See ORS 192.410). There are numerous exceptions to the public records laws which allow a public body to refuse to disclose public records (See ORS 192.496, ORS 192.501, and ORS 192.502). Public bodies are not required to explain or answer questions about their public records, nor are they required to create public records where none exist. Public bodies are required to make available for inspection and copying, subject to any applicable exemptions, only those records that exist at the time of the request.

The City will respond to your initial request within 5 business days of receipt. The first contact from the City Recorder's Office will be to advise of the estimated costs involved in fulfilling your request. **These estimated costs must be prepaid before any further work is performed in completing your request. No public record request will be processed absent prepayment of the estimated cost.** Once prepayment is received, staff will contact you (1) to advise that the records you requested are ready for your review; or (2) to provide a date when the records can be reviewed, picked up, emailed, or mailed; or (3) to advise that the request is being denied. If the City denies your request to review the public record(s) or obtain copies, a written explanation of the reason for denial will be forwarded to you by the City Recorder within a reasonable amount of time.

Full payment of the total amount of costs incurred is required before the public records may be inspected or before any copies are released. **YOU WILL BE REQUIRED TO PAY THE COSTS OF PROCESSING YOUR PUBLIC RECORDS REQUEST EVEN IF NO RECORDS ARE FOUND, OR IF THE RECORDS ARE EXEMPT FROM DISCLOSURE.**

Most records available for public inspection are City of Scappoose property. **NOTHING CAN BE ALTERED, ADDED, OR REMOVED FROM THESE RECORDS.** Allowing the inspection and/or copying of public records in the custody of the City of Scappoose is not meant to waive or restrict any copyright, proprietary, confidentiality, privilege, exemption from disclosure, or other rights in said documents.

I HAVE READ AND AGREE TO COMPLY WITH THE ABOVE CONDITIONS and further agree to pay the costs of fulfilling this Public Records Request according to the conditions set forth above and as established in the fee schedule adopted by the City Council in effect at the time my request is submitted. These costs may include, but are not limited to, the cost of locating records (regardless of whether staff was able to locate the requested records), reviewing records for exempt material, supervising the inspection of records, copying records, certifying records and mailing records.

Signature

Date of request

.....
For Office Use Only:

Information complied by: _____ Date completed: _____

Amount due: _____ Date notified: _____

Date picked up: _____ Receipt #: _____
.....

R:\Document\Forms\Request for public records

Fee schedule attached

City of Scappoose Fee Schedule ~ Administration (Adopted by Resolution)

Photocopying

-Single sided	\$0.40 per page starting with first copy
-Double sided	\$0.60
-11X17 single	\$1.00 per page starting with first copy
-11X17 double	\$2.00

Municipal Code Copy \$25.00

Annual Budget/Audit/Master Plan \$25.00 for pre-bound and already produced documents

All other city-created documents T & M staff hourly rate plus costs (Time & Materials)

Public Records Request T & M staff hourly rate plus costs (Time & Materials)

Photographs and Video

-Audio & Video \$40.00

-Pictures \$10.00

Police Reports

-Current Police Reports \$30.00

- Reports 3 years or older \$60.00

- Discovery Fee-Copies of Reports \$30.00

Other items at actual cost plus hourly wages staff hourly rate plus costs (Time & Materials)

CITY'S RESPONSE TO REQUEST:

- The City is not in possession of the requested records.

- Further information is required to clarify the request. Please provide the following: _____

- Copies of the requested records are attached.

- The City is in possession of at least some of the requested records. It will take approximately _____ to provide the records.
The estimated cost is _____.

- It is uncertain that the City is in possession of the records. It will take approximately _____ to search for the records.

- The public record(s) requested are exempted from public disclosure under state and/or federal law.