

## **HOW TO REQUEST A PUBLIC RECORD FROM THE CITY OF GOLD BEACH**

### **PROCEDURE**

1. Submit a completed Public Record Request Form
2. City staff will respond the Record Request within five (5) business days. The response will acknowledge the request, include an estimate of the expected cost of meeting the request, and the approximate date at which the information will be provided.
3. City staff will locate and assemble the requested records(s), eliminating any record(s) exempt from disclosure. The City will calculate actual search time and reproduction costs and notify requestor of the balance due (if any).
4. Requestor submits balance due (if any).
5. The record(s) are released to requestor via their indicated preferred method of delivery.

### **City of Gold Beach Record Fees**

Unless otherwise provided by statute or administrative rule, the fees shall be calculated as follows:

- Labor charge: \$25 per hour (includes researching, locating, compiling, or otherwise processing the record(s)).
- Copies: \$0.25 cents per page
- Electronic copy by disc: \$5 per disc
- Copy certification: \$5
- Actual cost for use of material and equipment for producing copies of nonstandard records
- Actual delivery costs: postage, FEDEX, UPS, etc
- Actual cost of time spent by attorney reviewing the public records, redacting material or segregating the material into exempt and non-exempt records
- The City may charge for search time even if the custodian of the record fails to locate any record(s) in response to the request, or if the record(s) located are subsequently determined to be exempt from disclosure.

### **General Information:**

As described in Oregon Revised Statutes 192.314:

Every person has a right to inspect any public record of a public body in this state, except as otherwise expressly provided by ORS 192.338 (Exempt and nonexempt public record to be separated), 192.345 (Public records conditionally exempt from disclosure) and 192.355 (Public records exempt from disclosure).

Pursuant to ORS 192.324(4) the City may charge reasonably calculated fees to cover the cost of providing the record(s) you have requested.

(4)(a) The public body may establish fees reasonably calculated to reimburse the public body for the public body's actual cost of making public records available, including costs for summarizing, compiling or tailoring the public records, either in organization or media, to meet the request.

(b) The public body may include in a fee established under paragraph (a) of this subsection the cost of time spent by an attorney for the public body in reviewing the public records, redacting material from the public records or segregating the public records into exempt and nonexempt records. The public body may not include in a fee established under paragraph (a) of this subsection the cost of time spent by an attorney for the public body in determining the application of the provisions of ORS 192.311 (Definitions for ORS 192.311 to 192.478) to 192.478 (Exemption for Judicial Department).

(c) The public body may not establish a fee greater than \$25 under this section unless the public body first provides the requester with a written notification of the estimated amount of the fee and the requester confirms that the requester wants the public body to proceed with making the public record available.



# PUBLIC RECORD REQUEST

Please complete this form to request a public record.

Please read the request procedure on the back prior to submitting your request.

## REQUESTOR INFORMATION

Requestor Name:
Phone: _____ / Email: _____
Mailing Address:

## RECORDS REQUESTED

Describe the records you are requesting. Please be as specific as possible and include enough detail to assist staff in locating the correct record(s).

Description of record(s) requested:

## REASON FOR REQUEST

Please describe the reason/need for the records you are requesting


## RECEIVING RECORD(S) & CERTIFICATION

Please specify the desired delivery date, the preferred method of delivery, and whether you require the record(s) to be certified.

- I would like to receive the record(s) no later than: \_\_\_\_\_ date
- I would like the record(s) certified
- I prefer to receive the record(s) by: postal mail at the address above 
  - email to the address above
  - I'll pick it up

## REQUESTOR SIGNATURE

I submitted this record(s) request on the following date: \_\_\_\_\_

\_\_\_\_\_  
Written name and signature of requestor

For Office Use Only

Received:

Completed: