



CITY OF SILVERTON

306 S. Water Street | Silverton, Oregon 97381

PUBLIC RECORDS REQUEST FORM

Attention Requestor: This form is requesting public records held by the City of Silverton. The City shall respond to public record requests within five (5) business days acknowledging the receipt of the request. Upon request, an estimated cost is provided. If the time required to respond to the request exceeds 10 business days, the requestor will receive written notification. If the request is denied, specific reason(s) will be given. To expedite your request, please complete all information in the field provided.

| | | | |
|---|--|------------------------|------------|
| First and Last Name or Organization | | Date of Request | |
| Address - Please ensure you provide a complete and current address | | | |
| City | | State | Zip |
| Email Address | | Phone Number | |
| Information/Public Record Being Requested: Be specific, including dates, the subject matter, and other details to assist in locating the record sought | | | |

How do you want to view the documents? Email Mail Pick Up View on Site

I agree not to use, share or disseminate any information pertaining to the record other than for lawful purposes. I understand that every person has the right to inspect any public record of a public body in this state, except as otherwise expressly provided by ORS 192.345 to 192.355. Further, I understand that fees will be charged to reimburse the City of 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. I hereby request the City of Silverton produce, as best to their ability the records specified above. Payment in advance is required for charges estimated to be over \$10.00.

Signature of Requestor

| FOR OFFICE USE ONLY | | | |
|------------------------|--|---------------------|---------------------------|
| Date received | | Referred to | |
| Date of acknowledgment | | # of copies made | _____ x _____ per page |
| Date records were sent | | # of research hours | _____ x _____ hourly rate |
| | | Total fee | |

SEND REQUEST TO: Mail: 306 S Water Street, Silverton, OR 97381 or Email: tnichols@silverton.or.us **QUESTIONS:** Call 503-874-2216

CITY OF SILVERTON

PUBLIC RECORDS FEES

ORS 192.324(4)(a) authorizes a public body to establish fees to reimburse for actual cost in making public records available. The actual cost may include: a charge for the time spent by the public body's staff in locating the public records; reviewing the records in order to delete exempt materials; supervising a person's inspection of original documents in order to protect the records; copying the records; certifying documents as true copies; or sending records by special methods such as express mail. The Silverton City Council adopted Resolution No. 19-14, establishing a system of recovering City expenses incurred in responding to public documents and records requests.

Upon request, an estimate of costs for staff time will be made, and if the time required to respond to the request exceeds that estimate, the requester will be informed prior to the research continuing. The City requires payment in advance for charges estimated to be over \$10.00. If the actual cost of responding to the request is less than the estimated cost, then the balance of the deposit shall be promptly refunded.

Please be advised that all requests for public records must be made in writing.

| Type of Record | Fee |
|---------------------------------------|---|
| 8.5 x 11 copy charge (black & white) | \$0.15 per page |
| 8.5 x 11 copy charge (color) | \$0.30 per page |
| 11 x 17 copy charge (black & white) | \$0.30 per page |
| 11 x 17 copy charge (color) | \$0.60 per page |
| Photo paper | Additional \$0.60 per page |
| Nonstandard document | Actual reproduction cost |
| Fax | \$1.00 per page |
| Research requests up to 30 minutes | Reproduction costs only |
| Research requests 30 minutes and over | Reproduction costs + staff hourly wage (including benefits) |

| Digital Media | Fee |
|--------------------------|-------------|
| CD/DVD | \$5.00 each |
| 8 GB USB flash drive | \$8.00 |
| 16-32 GB USB flash drive | \$10.00 |
| 64 GB USB flash drive | \$18.00 |
| 128 GB USB flash drive | \$32.00 |