



City of Sutherlin

PUBLIC RECORDS REQUEST FORM

For General City Records Please return to the City Recorder 126 E. Central, Sutherlin, OR 97479 Voice (541) 459-2856 ext. 207 Fax (541) 459-9363 d.harris@ci.sutherlin.or.us	For Court Records Please return to Municipal Court 126 E. Central, Sutherlin, OR 97479 Voice (541) 459-4636 ext. 215 Fax (541) 459-4953 t.penland@ci.sutherlin.or.us	For Police Records Please return to Records Admin 126 E. Central, Sutherlin, OR 97479 Voice (541) 459-2211 Fax (541) 459-4953 policerecords@ci.sutherlin.or.us
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Requester Name: _____ **Today's Date:** _____

Mailing Address: _____

Telephone: _____ **Email:** _____

Records Being Requested: (Please be as specific as possible and attach another sheet if needed)

ORS 192.324(4) authorizes the City to charge fees associated with public records requests. For details please refer to the City's Public Records Fee Schedule in Resolution No. 2018.17. Every attempt will be made to provide the requested records in a timely manner. Oregon Public Records Law in the ORS 192.324 to 192.355 states a written response to requests within at least 5 days is required to inform requester if City is custodian of the requested material, is not the custodian, or is uncertain. Further response is required as soon as reasonably possible but, no later than 10 business days after the date by which a public body is required to acknowledge receipt of the request. 10 day response can stop for various reasons: Delay in fee payment, clarification purposes, and/or staff availability. If delayed, a written statement will be provided with an estimated date of completion.

In accordance with ORS 192.324(2), this is to acknowledge our receipt on _____ *Date*

By _____ *Name*, **of your above requested records.**

Having reviewed your request, we are able to inform you that:

- The City of Sutherlin is the custodian of at least some of the requested public records. We will provide an estimate of the time and fees for disclosure of the public records within a reasonable time.
- The City of Sutherlin is the custodian of at least some of the requested public records. We estimate that it will require _____ business days before the public records may be inspected or copies of the records will be provided. We estimate that the fee for making the records available is \$ _____, which you must pay as a condition of receiving the records.
- Copies of all requested public records for which the City of Sutherlin does not claim an exemption from disclosure under ORS 192.311 to 192.338 are enclosed.
- The City of Sutherlin does not possess / is not the custodian of the requested record(s).
- The City of Sutherlin is uncertain whether we possess the requested record(s). We will search for the record and make an appropriate response as soon as practicable.
- State/Federal law prohibits the City of Sutherlin from acknowledging whether the requested record(s) exist(s) per _____.
- The City of Sutherlin is unable to acknowledge whether the requested record(s) exist(s) because that acknowledgement would result in the loss of _____.

Staff completing request: _____

Date response to request was *mailed / emailed / faxed / given to personally* (circle) _____

PUBLIC RECORDS PROCEDURES AND FEES

I. Procedures

Requests for public records in the custody of the City of Sutherlin must be submitted in writing on the form provided by the City. Requests for general public records should be directed to the City Recorder/Records Officer at Sutherlin City Hall. For Court records request contact the Court Clerk and for Police Records contact the Records Clerk at the Police Department. All are located at 126 E. Central Ave., Sutherlin, OR 97479.

If the City estimates that responding to a public records will cost more than \$25.00, the City shall provide the Requestor with a written estimate of the fees. The City will not process the public records request until the Requestor has paid the estimated fee. If the actual time and cost to process the request is less than estimated amount, the excess money shall be refunded to the Requestor. If the actual cost and time are in excess of the estimated cost, the difference shall be paid at the time the records are provided to the Requestor.

II. Fees (per Resolution No. 2015.13)

PAPER COPIES PER PAGE (per side)

\$0.25	8.5 x 11 black & white
\$0.50	11 x17 black & white
\$0.50	8.5 x 11 color
\$1.00	11 x 17 color
Additional \$0.50/page	Photo quality paper
\$8.00	Police Report, up to 6 pages
\$15.00	Police Report, 6+ pages

ELECTRONIC FORMAT COPIES

\$15.00	Each DVD
\$15.00	Each CD

STAFF RESEARCH FEES

Up to 30 minutes	Copying costs only
30 minutes to 2 hours	Copying costs + per hour staff costs of \$25/hr.
Over 2 hours	Copying costs + actual per hour staff costs, not to exceed \$45/hr.

MAPS & NONSTANDARD DOCUMENTS COPIES

Actual cost for reproduction

Reduced Fee or Free Copies: Pursuant to ORS 192.324(5), the City may furnish copies of public records without charge or at a substantially reduced fee if the City Recorder/Records Custodian, Court Clerk or Police Department Records Clerk determines that the waiver or reduction of fees is in the public interest because making the record available primarily benefits the general public.