



City Recorder's Office
 400 E. Main Street
 Cottage Grove, Oregon 97424
 Phone: (541) 942-5501
 Email: cityrecorder@cottagegrove.org

PUBLIC RECORDS REQUEST FORM

Anyone has the right to inspect any public record except as otherwise expressly provided by ORS 192.410 – 192.505. The City will acknowledge public record requests within 5 business days of written receipt and in most cases will complete requests within 10 business days of written receipt. If your public record request is denied, specific reason(s) and appeal rights will be given by fax, email, or letter. ORS 192.324 authorizes a public body to establish fees to reimburse for costs associated in making public records available. You will be advised of the fee required for the request. **Payment of the fee must be received prior to the requested material being released.** Response timelines are suspended until all fees are paid in full or additional requested clarifying information is provided by the requester.

Date of Request: _____
 Name: _____
 Address: _____
 City/State/Zip: _____
 Daytime Phone: _____
 Cell Phone: _____
 Email Address: _____

****PLEASE READ****

Have you already contacted someone within the City about this request? Yes No

Name: _____
 Dept: _____

Are these records pertaining to a case that is currently open such as Code/Building Enforcement or Land Use Board of Appeals (LUBA) cases? Yes No

Please provide a specific description of records requested. List property addresses, permits or application numbers, dates and project names. List all details that will assist staff in locating the requested records.

Up to 8 ½" x 14"	Black/White	\$.25/page
	Color	\$ 1.00/page
11" x 17"	Black/White	\$.50/page
	Color	\$ 2.00/page
17" x 24"	Black/White	\$ 1.50/page
	Color	\$ 2.50/page
Maps or Drawings		\$.50/sq ft
Fax – Send/Receive Documents		\$.75/page
USB Drive/Portable Flash Drive		\$ 12.00 each
Research Fees	Actual Cost	Time/Materials

FOR OFFICE USE ONLY

Date:
Processed by:
Department Referred to:
Date Information Provided:
Pages



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Public Access to City of Cottage Grove's Records Policy

Oregon law states that every person has a right to inspect any non-exempt public record. Oregon Revised Statute (ORS) 192.311 defines a "public record" as any writing containing information relating to the conduct of the public's business, prepared, owned, used or retained by a public body regardless of the physical form or characteristics. ORS 192.311 goes on to define "writing" as handwriting, typewriting, printing, photostating, photographing and every means of recordings of any type, which includes letters, words, pictures, sounds or symbols, or any combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, discs, drums or other documents.

Requests to inspect records shall be referred to the City Recorder, who may consult with the applicable department director, or his or her designee, prior to allowing inspection or releasing copies of such records.

If there is doubt that the records requested for inspection are not clearly within the definition of "public record," or are exempt records, the request will be referred to the City's attorney for review and recommendation.

All requests shall be made in writing using the Public Records Request Form attached and incorporated into this policy by reference. Requester shall provide sufficient descriptive information to enable staff to identify and locate the records requested.

The City will acknowledge all requests for public records within five business days of the written request to the City Recorder and in most cases will complete the request within fifteen business days of written request to the City Recorder.

The City has established fees to reimburse it for costs associated with making public records available, as outlined below. You will be advised of the fee required for the request and payment of the fee must be received prior to the requested material being released. Response timelines are suspended until all fees are paid in full. If the requester fails to pay the fee within 60 days of the date the City informed the requester of the fee, or fails to pay the fee within 60 days of the date on which the public body informed the requester of the denial of the fee waiver, the public body shall close the request.

The City may request additional information or clarifying information in good faith to expedite its response to a request. Response timelines are suspended until such information is provided by the requester or the requester affirmatively declines to provide the information. If the requester fails to respond within 60 days to a good faith request from the City for additional information or clarification, the City shall close the request.

If the records requested are documents which are produced by the City for general distribution and printed copies are available, i.e., City Council Agenda, Friday Update, brochures, etc., a copy of each document will be provided at no charge. Copies of formalized reports will be provided at the City's actual cost according to a fee schedule determined by the Finance Director.



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Copies of other records will be provided at the following charges:

1. Copies of documentary records, up to 8-1/2" x 14", that can be identified, located and produced with a nominal amount of staff time (less than one hour) will be provided at a charge of \$0.25 per page, plus any cost of delivery. Copies that are 11" x 17" will be \$.50 per copy and copies that are 17" x 24" will be \$1.50 per copy. Documents that are delivered via fax machine will be charged \$.75 per page.
2. Copies of other records including records kept in a non-documentary form (oversized documents, maps, faxed documents, audio/visual recordings, microforms, electronic records, and other non-standard records) will be provided at the rate described in Oregon Administrative Rule (OAR) 166-010-0016 unless the cost is specifically set by the City of Cottage Grove. Records which may not be covered in OAR 166-010-0016 or a City schedule will be charged back at the City's actual cost for duplicating and delivery charges.
3. Copies of photographs that can be identified, located and produced with a nominal amount of staff time (less than one hour) will be provided at the actual cost for copying and delivery charges.
4. Copies of records that require attorney time, over one-half hour, for segregation of exempt from non-exempt material will be provided at \$200 per hour for attorney time plus copying and delivery charges. Staff will advise the person requesting the records of the attorney's billing rate and obtain a deposit equal to one hour of attorney time. The Finance Director will determine the final cost for attorney time based on the billing to the City.

