



# PUBLIC RECORDS REQUEST FORM

*This form is used to process public record requests in accordance with the Oregon Public Records Law (ORS Chapter 192). Persons wanting to inspect or obtain copies of public records need to complete this form and submit it to:*

City Recorder	Phone: 503-980-6318
City of Woodburn	Fax: 503-982-5243
270 Montgomery Street	TTY: 503-982-7433
Woodburn, OR 97071	

*Requests are processed within a reasonable time, normally within five business days of receipt.*

DESCRIPTION OF PUBLIC RECORDS REQUESTED *(include as much detail as possible, i.e., type of document, publication or release dates, authors, title, ordinance number, etc.):*

I am interested in:     Personally Inspecting Records     Obtaining Copies

**REQUEST SUBMITTED BY:**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Fax: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

**Signature of Requestor:** \_\_\_\_\_

**FEES:** *Fees are payable at the time of receipt of the records and are subject to change. Make checks payable to: City of Woodburn.*

Copy Fee (Documents)      \$0.05 per page side (plus a research fee of \$41/hour, charged to the nearest 1/4 hour, only for complex duplicative requests requiring over 1/4 hour of research). Additional charges may be added for postage and handling.

Copy Fee (Audio Tapes)      \$3.00 per tape (plus a research fee of \$41/hour, charged to the nearest 1/4 hour, or the copying of non-standardized tapes only for complex duplicative requests requiring over 1/4 hour of research). Additional charges may be added for postage and handling.

**FOR OFFICE USE ONLY:**

Date Rec'd: _____	Date Provided: _____	Fee Paid: _____
Remarks: _____		