

CITY OF RAINIER
PUBLIC RECORDS REQUEST

REQUESTOR INFORMATION:

Date of Request: _____

Request is for: inspection of public records hard copies of records digital copies of records

Name: _____

Mailing Address: _____

City, State, Zip: _____

eMail Address: _____ Daytime Phone: _____

Preferred Method of Contact: Mail Phone eMail

If available, do you wish to get a certified copy of the public records requested? [Please note that there will be additional charges for this service.] Yes No

PUBLIC RECORD INFORMATION:

Designated Department from which records are requested _____

What type of records are you requesting? (E.g., annual report, aerial photos, meeting minutes, correspondence, staff reports, etc.) Be as specific as possible. [If you need more room, please attach additional sheets of paper.]

For what time frame? _____

Please provide any additional details that will aid in quickly locating the documents you are requesting (e.g., permit or application numbers; account numbers; project name; owner's name; property address, etc.)

NOTE: Public records are writings containing information relating to the conduct of the public's business. Writings include handwritten, typed, photographed, electronic or otherwise recorded words, letters pictures, sounds, symbols or combinations of any of these mediums. ORS 192.410. There are numerous exceptions to the public records laws which allow a public body to refuse to disclose public records. ORS 192.501, 192.502. Public bodies are not required to explain or answer questions about their public records, nor are they required to create public records where none exist. Public bodies are required to make available for inspection and copying, subject to any applicable exemptions, only those records that exist at the time of the request.

COST INFORMATION: [TO BE COMPLETED BY CUSTODIAN OF RECORDS]

> Estimated Costs: \$ _____ Date Paid: _____

> Requester notified of estimated costs on _____

> Final Costs: \$ _____ Date Paid: _____

INSTRUCTIONS: The City may need five business days to initially respond to your request. The first contact from the Custodian of the Records will be to advise of the estimated costs involved in fulfilling your request, which must be prepaid before any further work is performed in completing your request. No public record request will be processed absent prepayment of the estimated cost. Once paid, the Custodian will contact you 1) when the records you requested are ready for your review; or 2) to provide a date when the records can be reviewed or picked up; or 3) to advise that the request is being denied. If the City denies your request to review the public record(s), a written explanation of the reason for denial will be forwarded to you by the Custodian within a reasonable amount of time.

Full payment of the total amount of costs incurred is required before the public record(s) is/are inspected or copies are released. **YOU WILL BE REQUIRED TO PAY THE COSTS OF PROCESSING YOUR PUBLIC RECORDS REQUEST EVEN IF NO RECORDS ARE FOUND, OR IF THE RECORDS ARE EXEMPT FROM DISCLOSURE.**

Most records are available for public inspection but are City property. **NOTHING CAN BE ALTERED, ADDED OR REMOVED FROM THESE RECORDS.** Photographing documents or sending documents or data via electronic mail is not permitted. Allowing the inspection and/or copying of public records in the custody of Rainier City is not meant to waive or restrict any copyright, proprietary, confidentiality, privilege, exemption from disclosure, or other rights in said documents.

I HAVE READ AND AGREE TO COMPLY WITH THE ABOVE CONDITIONS and further agree to pay the cost of fulfilling this Public Records Request according to the conditions set forth above and the Public Records Policy adopted by Resolution No.12-07-01, or any amendment thereto or revision thereof by the Rainier City Council. These costs may include the cost of locating records, reviewing records to delete exempt material, supervising the inspection of records, copying records, certifying records and mailing records, including the cost of searching for records regardless of whether staff was able to locate the requested records.

[Signature of Requestor]

[Date]

NOTES OF CUSTODIAN: _____

