

CITY OF RIVERGROVE

Submit request to: City Recorder, Fax: _____ or E-mail: _____

Name: _____

Phone: _____

Address: _____

E-mail: _____

City/State/Zip _____

Provide detailed description of documents requested: (Attach additional sheet if needed) _____

REQUESTOR TO READ AND SIGN UPON SUBMITTING REQUEST

I understand that every person has a right to inspect any public record of a public body in this state, except as otherwise provided by ORS 192.496 to 192.505. I understand that the documents or records requested may not be immediately available for my review and that I may need to make an appointment to review the documents or records. I acknowledge that there may be a cost for the research time to retrieve the requested records and costs for duplication of requested documents. If research time is required, I understand I will be notified of the estimated cost prior to retrieving the documents or records. I also understand that prepayment for research time and copies may be required. I acknowledge that any documents or records made available to review must not be disassembled and must be left intact, and that I cannot make copies myself.

Signature of Requestor _____ Date

Business Name (if applicable): _____

FOR INTERNAL USE ONLY

(See fee schedule for costs)

Copies: \$.50 ea. (first 20 pgs.) # Copies made: _____ \$
 \$.25 ea. (21-50 copies)
 \$.15 ea. (50+ copies)

Large-scale Copies:
 actual cost + 15%: _____ \$

Research fee (first 1/2 hour no charge): Length of time: _____ \$

Other media or materials:

_____ \$

Receipt #

Total amount received \$

Request Filled

By: _____

RETURN THIS FORM TO CITY RECORDER

CITY OF RIVERGROVE
INSTRUCTIONS FOR REQUESTING PUBLIC RECORDS

1. Requests must be in writing using the form provided. (Please note, the City will not create a new document in response to a records request.)
2. Submit request to the City Recorder, P.O. Box 1104, Lake Oswego, OR, or by fax to 503-624-8498, or e-mail to info@cityofrivergrove.com.
3. The City shall respond to all requests as soon as practical and without unreasonable delay within five (5) business days or, within five (5) business days will explain why more time is needed for a full response.
4. If inspection of documents is preferred over copies, such inspection shall occur during normal business hours. An acceptable inspection time and place will be arranged between the requestor and the staff person. Space is provided for one person to inspect records per request.
5. The City will submit a cost estimate to the requestor to provide the requested documents, including copying charges, research time (if required), and separating exempt from non-exempt materials. There is no research cost for the first ½ hour of staff time. Requestor must confirm to the City to proceed with the request following receipt of the cost estimate.
6. If the estimated cost is \$25.00 or more, the City shall require a deposit in the full amount of the estimate before fulfilling the request. If the actual cost exceeds the estimate, the City will not release the documents until the fee is received in full.
7. If the estimated cost is less than \$25.00, the City will fulfill the request and present the requestor with an invoice to be paid before release of the documents.
8. If the record requested is in storage offsite at the City's document storage facility, a fee is charged for its retrieval.

CITY OF RIVERGROVE
FEES FOR MISCELLANEOUS CITY SERVICES

Photocopying

Black & White and Color Copies:

1-20 pages (per page).....	\$0.50
21-50 pages (per page).....	\$0.25
50+ pages (per page).....	\$0.15
Large Scale Copies.....	actual cost + 15%
Cassette Tape or CD Duplication (per event/meeting).....	\$25.00
Annual Budget (per copy).....	\$25.00
City Municipal Code – per printing.....	Varies
Returned Checks	\$25.00
Carton Retrieval from Document Storage (Recall).....	\$20.00
Research Cost: Staff hourly wage, plus benefits (first ½ hr. free).....	Varies

CITY OF RIVERGROVE
RESPONSE TO PUBLIC RECORDS REQUEST

The City of Rivergrove acknowledges receipt of your request for public records. The City's response to your request at this time is (City Staff will check the appropriate box(s)):

- The City does not possess some all of the records you have requested.
- The City is not the custodian of some all of the records you have requested.
- Copies of some all requested public records to which the City does not claim an exemption from disclosure under ORS 192.410 to 192.505, are enclosed available for your inspection by appointment only. Please contact _____ at _____ to arrange for a reasonable time to conduct your inspection.
- The City is the custodian of at least some of the requested public records. The City estimates it will take ___ days before the public records you have requested may be inspected or copied. The City estimate it will cost \$_____ to be paid by you, the requestor, before you may receive the public records.
- The City is the custodian of at least some of the requested public records. The City estimates it will take ___ days to make an estimate of the time and fees for disclosure of the public records.
- The City is uncertain whether the City possesses the public record you have requested. The City will search for the record and make an appropriate response as soon as practicable.
- State or federal law prohibits the City from acknowledging whether the record you have requested exists or that acknowledging whether the record exists would result in the loss of federal benefits or other sanction. In making this determination, the City relies on (citation to the state or federal law relied upon by the City).