



CITY OF WESTON
114 E Main Street PO Box 579 Weston, OR
541 566-3313
PUBLIC RECORDS REQUEST FORM

Date of Request: \_\_\_\_\_

Name of Requestor: \_\_\_\_\_

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

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

Email \_\_\_\_\_

Records or Documents be requested (please be specific)

Three horizontal lines for writing requested records or documents.

Use the back of this sheet if more room is needed. Please attach any additional background information that will help City Staff locate the request records.

Do you want these records mailed to you? (cost pf postage will be added) #Yes #No

ORS 192 contains exemption to the public records law and authorizes the City to adopt reasonable fees to reimburse for actual cost in the making public records available. Upon receipt of this written request, the City will determine of the requested record is exempt from disclosure and will provide a cost estimate. The requester must confirm their request after receiving the cost estimate prior to the request being completed. A deposit may be required if the estimated cost to complete the request is \$25 or more.

Requestor Signature \_\_\_\_\_

For City Use Only

Estimated Cost: \_\_\_\_\_
Information Complied By: \_\_\_\_\_
Amount Due: \_\_\_\_\_
Date Pick-up: \_\_\_\_\_

Requester confirmed #Yes #No
Date Completed \_\_\_\_\_
Date Notified \_\_\_\_\_
Receipt# \_\_\_\_\_

## PROCEDURE FOR PUBLIC RECORDS REQUEST

- 1) Complete and return the Records Request Form with as much information as possible.  
City of Weston  
114 E Main PO Box 579  
Weston, OR 97886  
541 566-3313
- 2) The City will provide a cost estimate and must receive confirmation that you want the City to proceed with your request. A deposit fee may be required if the estimate cost is \$25 or more.
- 3) The City will provide an estimate date you may pick up your records or when they will be emailed or mailed.
- 4) If you are requesting to inspect records at City Hall, you will be called with an available time to inspect the records. A place for one person will be provided for reviewing the records. One file at a time will be made available. Any pages you wished copied should be marked with sticky notes provided by the city.
- 5) When your inspection has been completed, return the last file. If staff is available the copies will be available at that time. If staff is not available to copy the requested pages at the time you will be notified when you can receive the copies. A fee will be charged to cover a staff member's time for remaining in the room with the files.

### GENERAL FEES

(A listed in the City Fee Schedule)

Photocopies (B/W)	\$0.25 per page
Photocopies (Color)	\$1.00 per page
Fax	\$1.00 up to 3 pages
Record request	
Cassette Tape	\$30.00
Addition copies of Tape	\$15.00
Staff Research Rate	\$15.00 per 15 minutes

### CITY RESPONSE TO REQUEST

(Please check one)

- The City is not in possession of the request records.
- Further information is required to clarify the request. Please provide additional Information
- Copies of the request records are attached. Estimated Cost is \$ \_\_\_\_\_
- It is uncertain that the City is in possession of the records.
- The public record(s) requested are exempted from public disclosure under state And/or federal law.