



City of Carlton
191 E. Main Street
Carlton, OR 97111
Phone: (503) 852-7575 • Fax: (503) 852-7761

REQUEST FOR PUBLIC RECORD(S)

Oregon Public Records Law grants each person the right to inspect the records of a public body (unless exempt from disclosure). The City will respond as soon as practical, without delay.

Date of Request: _____

Name: _____

Address: _____

Home Phone: _____

Work / Cell Phone: _____

Have you already contacted someone within the City about this request?

Yes No

Who: _____

<p>This form may be submitted:</p> <ul style="list-style-type: none"> ■ To the City Recorder at City Hall 191 E. Main Street, Carlton, OR 97111 ■ Faxed to City Hall at: 503-852-7761 	<p>Fees:</p> <p>8 ½ x 11".....\$.25/page 8 ½ x 14".....\$.50/page 11 x 17".....\$1.00/page Faxes.....\$.50/page Documents on CD..\$15each</p>	<p>Bound Documents - actual cost</p> <p>Additional research fees may apply</p>
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Description of records requested (please be as specific as possible): _____

By signing this request, I acknowledge that if a Request for Records requires City personnel to spend more than 30 minutes compiling a record to meet the person's request, the minimum fee shall be \$25 per hour or a portion of a half hour unit, with a minimum charge for one half hour. Such calculations shall include time spent by staff in locating the requested records, reviewing the records in order to delete exempt material, supervising the inspection of original documents, and copying the records. The City shall estimate the total amount of time required to respond to the records request, and the person making the request shall make payment for the estimated cost of the search and copying of the records in advance. If the actual costs and time are in excess of the estimated time, the difference shall be paid by the person requesting the records at the time the records are produced.

Signature

		OFFICE USE ONLY	
Forwarded to: <input type="checkbox"/> City Recorder <input type="checkbox"/> Police Chief	Staff Name: _____	Date Completed: _____	
Staff Time/benefits:\$ _____	Copy Cost:\$ _____		
Materials: \$ _____	Total Cost:\$ _____		