



**Administration  
Records Department**  
191 E. Main Street  
Carlton, OR 97111  
Phone: (503) 852-7575  
[www.ci.carlton.or.us](http://www.ci.carlton.or.us)

# 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.

### REQUESTOR INFORMATION

Date of Request:	Name:
Home Phone:	Cell/Work Phone:
Address:	Email:
Have you already contacted City Staff about this request?    Yes    No    If so, who?	

### SUBMITAL INFORMATION AND FEES

<b>This form may be submitted:</b>	<b>Time Cost:</b>	<b>Fees:</b>	<b>B&amp;W</b>	<b>Color</b>
To: City Hall 191 E Main Street Carlton, OR 97111 Via Email: <a href="mailto:aboyd@ci.carlton.or.us">aboyd@ci.carlton.or.us</a> For Police records, please use <i>Request for Police Record(s)</i> Form.	\$40 per hour  Additional research fees may apply  See Public Record Request section of Master Fee Schedule for Contracted Service Provider fees	8 1/2 x 11 8 1/2 x 14 11 x 17 Faxes Electronic Files	\$0.50/pg \$0.75/pg \$1.00/pg \$0.50/pg \$15/Disk or Flash Drive	\$0.75/pg \$1.15/pg \$1.50/pg  Additional fees may apply as presented in Master Fee Schedule.

### DESCRIPTION OF RECORDS REQUESTED (Please be as specific as possible):


### DECLARATION BY APPLICANT:

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 \$40 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 \_\_\_\_\_  
Date