PUBLIC RECORDS REQUEST FORM

This form is used to process public record requests in accordance with the Oregon Public Records Law (ORS Chapter 192). Persons wanting to inspect or obtain copies of public records need to complete this form and submit it to:

City Recorder
City of Woodburn
270 Montgomery Street
Woodburn, OR 97071

Phone: 503-982-5210
Fax: 503-980-2482
TTY: 503-982-7433

Requests are processed within a reasonable time, normally within five business days of receipt.

DESCRIPTION OF PUBLIC RECORDS REQUESTED *(include as much detail as possible, i.e., type of document, publication or release dates, authors, title, ordinance number, etc.):*

I am interested in: ☐ Personally Inspecting Records ☐ Obtaining Copies

REQUEST SUBMITTED BY:

Name: _____ Date: _____

Organization: _____ Phone: _____

Address:: _____ Fax: _____

City/State/Zip: _____

Signature of Requestor: _____

FEES: *Fees are payable at the time of receipt of the records and are subject to change. Make checks payable to: City of Woodburn.*

Copy Fee (Documents)	$0.05 per page side (plus a research fee of $41/hour, charged to the nearest 1/4 hour, only for complex duplicative requests requiring over 1/4 hour of research). Additional charges may be added for postage and handling.
Copy Fee (Audio Tapes)	$3.00 per tape (plus a research fee of $41/hour, charged to the nearest 1/4 hour, or the copying of non-standardized tapes only for complex duplicative requests requiring over 1/4 hour of research). Additional charges may be added for postage and handling.

FOR OFFICE USE ONLY:

Date Rec'd: _____ Date Provided: _____ Fee Paid: _____

Remarks: _____