



A place where families and businesses thrive.

PUBLIC RECORDS REQUEST

Attention Requestor: This form is requesting public records held by the City of Forest Grove. The City shall respond to public record requests within seven (7) working days of receipt. If request is denied, specific reason(s) will be given. To expedite your request, please complete all information in the fields provided. Oregon law provides that the City can require the requestor to cover the costs of summarizing, compiling and/or tailoring public records, as well as actual costs of time spent by City staff and/or City Attorney searching, locating, reviewing, redacting, copying, certifying and/or sending records to the requestor. The City will consider a fee waiver or reduction of fees providing the public records available primarily benefit the City's general public pursuant to Oregon law.

REQUESTOR FIRST & LAST NAME or ORGANIZATION *(please print legibly)* DATE OF REQUEST:

MAILING ADDRESS:

CITY: STATE: ZIP CODE:

DAYTIME TELEPHONE: EMAIL ADDRESS:

SIGNATURE <i>(required)</i> :	HOW DO YOU WISH TO VIEW DOCUMENTS? <input type="checkbox"/> VIEW ON SITE (Fees may apply) <input type="checkbox"/> RECEIVE COPIES BY E-MAIL in PDF Format (Fees apply) <input type="checkbox"/> RECEIVE COPIES BY MAIL OR FAX (Fees apply)
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DESCRIPTION OF RECORD(S) *(please be specific)*:

OTHER PERTINENT INFORMATION THAT COULD NARROW THE SEARCH, SUCH AS DATES AND NAMES *(if known)*:

LIST OF FEES (Effective July 1): Staff Research \$59.00 per Hour, Billing 15-minute increment, plus costs City Attorney \$Attorney's Hourly Billing Rate, plus costs Document \$16.50, plus \$0.20 per page over 10 pages Copy 8.5x11 \$ 0.20 per page Copy Larger than 8.5x11 \$ 0.25 per page Auditron Copy \$ 7.25 per page Burn CD/DVD \$23.40 per disc City Council Packet \$212.00 per 6 Months City Council Agenda \$37.00 per 12 Months	SEND REQUEST TO: City of Forest Grove Attn: City Recorder's Office 1924 Council Street, 2 nd Floor, PO Box 326 Forest Grove, OR 97116 E-mail: aruggles@forestgrove-or.gov Telephone: 503.992.3235 Fax: 503.992.3207 Monday – Friday, 9am – 5pm
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FOR CITY USE ONLY			
RECEIVED BY:		# PAGES/TAPES:	
APPROVED BY:		HOURLY RATE:	
REFERRED TO DEPARTMENT:		TOTAL FEES PAID:	