

PUBLIC RECORDS REQUEST

PURSUANT TO OREGON PUBLIC RECORDS LAWS, §192.410-192.505

Attention Requester: This form is required if requesting to inspect or obtain copies of public records held by the City of Forest Grove. To expedite your request, please complete all the information below.

- The City shall respond to public record requests within five (5) business days acknowledging receipt of the request. If the time required to provide a respond exceeds 10 business days, the requester will receive written notification. If records are exempt from disclosure, specific reason(s) will be provided. Notification will be provided if the estimated cost is greater than \$25.
- Oregon law provides that the City can require the requester 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.
- City documents online: <http://www.forestgrove-or.gov/documents>.

FIRST & LAST NAME or ORGANIZATION *(Please print)*

DATE OF REQUEST

MAILING ADDRESS

CITY

STATE

ZIP CODE

DAYTIME TELEPHONE

EMAIL ADDRESS

SIGNATURE *(Required):*

PREFERRED DELIVERY METHOD *(Fees apply):*

E-MAIL MAIL OR FAX VIEW ON SITE

DESCRIPTION OF REQUESTED INFORMATION: *(Please be specific and provide sufficient information and/or any key words that would help narrow the search)*

FEE SCHEDULE:		<i>Effective July 1, 2019</i>	SEND REQUEST TO:
City Attorney Research	Per Attorney's Hourly Rate, plus costs		City of Forest Grove
Staff Research	\$65.00 per hour (15-minute increments)		Attn: City Recorder's Office
Documents/Reports	\$18.25, plus \$0.20 per page over 10 pages		1924 Council Street, 2 nd Floor
Citation Copy	\$6.75		P. O. Box 326
Copy Standard 8.5x11	\$.20 per page / \$.25 per page oversized		Forest Grove, OR 97116
Auditron Copy	\$7.50 per page		503-992-3235 ■ Fax 503-992-3207
Lien Search	\$30.00		Monday – Friday, 9am – 5pm
Burn CD/DVD Audio	\$26.00 per disc		E-mail to: aruggles@forestgrove-or.gov

FOR OFFICE USE ONLY

Copies Provided:	<input type="checkbox"/> Yes <input type="checkbox"/> No	# Pages/Tapes:	
Referred to which department:		Hourly Rate:	
Authorized by City Recorder:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total Fees Paid:	

Original – City Recorder Copy – Dept FGCR-19