



Public Records Request Form

Requestor Information:

Date of Request:

Request is for:

Inspection of Public Records

Copies of Public Records

Name:

Daytime Phone:

Mailing Address:

City, State, Zip:

Email Address:

Preferred Method of Contact:

Mail

Phone

Email

Document Information:

Describe with sufficient detail the information/records you are requesting for the City to determine the nature, content, and department within which the records may be located. Provide specific dates whenever possible. Use additional sheets of paper if necessary.

Copy Format Desired:

Scan to PDF (If available)

8 1/2" x 11" paper copy

Larger Copy (state size)

CD

Return Form To: City of Harrisburg, 120 Smith St, PO Box 378, Harrisburg, OR 97446

Via Email: meldridge@ci.harrisburg.or.us

Public Records are any writings containing information relating to the conduct of the public's business. Writings include handwriting, typewriting, printing, photographing and every means of recording, including letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, files, facsimiles or electronic recordings. (See ORS 192.410) There are numerous exceptions to the public records laws which allow a public body to refuse to disclose public records (See ORS 192.496, ORS 192.501, and ORS 192.502). Public bodies are not required to explain or answer questions about their public records, *nor are they required to create public records where none exist*. Public bodies are required to make available for inspection and copying, subject to any applicable exemptions, only those records that exist at the time of the request.

The City may need up to eight business days to initially respond to your request. The first contact from the City Recorder's Office will be to advise you of the estimated costs, if any, involved in

fulfilling your request. Per ORS 192.440(4)(a), the City of Harrisburg has established reasonable fees to reimburse the City for actual costs of staff time to conduct specialized requests and extractions of computerized data. No public record request will be processed absent prepayment of the estimated cost. Once prepayment is received; staff will contact you to: (1) advise you that the records you requested are ready for your review; (2) to provide a date when the records can be reviewed, picked up, emailed, or mailed; or (3) to advise that the request is being denied. If the City denies your request to review the public record(s) or obtain copies, a written explanation of the reason for denial will be forwarded to you by the City Recorder within a reasonable amount of time.

Full payment of the total amount of costs incurred is required before the public records may be inspected or before any copies are released. You will be required to pay the costs of processing your public records request even if no records are found, or if the records are exempt from disclosure. Do not submit requests more than one month ahead of their availability.

I HAVE READ AND AGREE TO COMPLY WITH THE ABOVE CONDITIONS and further agree to pay the costs of fulfilling this Public Records Request according to the conditions set forth above and as established in the fee schedule adopted by the City Council in effect at the time my request is submitted. These costs may include, but are not limited to, the cost of locating records (regardless of whether staff was able to locate the requested records), reviewing records for exempt material, supervising the inspection of records, copying records, certifying records and mailing records.

Signature of Requestor

Date

PUBLIC RECORD FEES:

Fees are established by Council Resolution, and are also available on the City website at www.ci.harrisburg.or.us, in the Harrisburg Fees, Licenses, Development Charges and Utility Rates Workbook.

2.25.050	Photocopies: Duplex Records are double the initial cost	Size	B/W	Color
		8.5X11	\$0.15	\$0.25
		8.5X14	\$0.25	\$0.50
		11X17	\$0.50	\$0.75

2.25.050	Public records	\$30 / hour – Minimum ½ hour increments
	• Records Request Searches	
	• City Charter	\$2.50
	• PW standard drawing	\$5.00
	• Comp Plan, Volume 1	\$10.00
	• Comp Plan, Volume 2	\$10.00
	• Zoning Map, Comp Plan Map, or LWI Map (11X17)	\$3.00
	• Buildable Land Needs Analysis	\$20.00
• Certified copies	\$5.00	