



# 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: [lross@ci.harrisburg.or.us](mailto:lross@ci.harrisburg.or.us)

Public Records are considered information that is prepared, owned, used or retained by a political subdivision; that relates to an activity, transaction or function of a political subdivision; and that is necessary to satisfy the fiscal, legal, administrative, or historical policies, requirements or needs to a political subdivision. The Oregon Attorney General keeps a catalog of exemptions from disclosure, which lists those public records which are conditionally exempt from disclosure under ORS Chapter 192. Public bodies shall provide a copy of the public record in the form requested, if it is available. If a public record is not available in the form requested, the public body shall make it available in the form in which it maintains the public record. 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 of Harrisburg Public Records Official is the City Recorder. Once a request is received by the official, your request will be acknowledged within five business days. The first contact from the Public records official may ask for clarification on your request, or may ask for further information. Please be as detailed as possible for the information you are looking for. If applicable, the official will advise you of any estimated costs involved in fulfilling your request. Per ORS 192.324(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. 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.

The public records official will acknowledge receipt of the correct form and confirm the information you are requesting. The response, as required by ORS 192.324 will include whether or not the information you are looking for is in our possession, whether or not any of the information is exempted, plus give you a timeline, and an estimate of any fees applicable. If fees are more than \$25, you must give approval for the public disclosure request to proceed, and the fees must be received by the City before the work will begin.

Response to the requestor must be provided as soon as practicable and without unreasonable delay. By not later than 10 business days after the date in which the public body is required to acknowledge receipt of the request under ORS 192.324, the official will complete the response, or will give you written notice that the public body is still processing the request, along with a reasonable estimate of time to complete the response based on the information available. The City Records official will not accept requests more than one month ahead of time.

**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](http://www.ci.harrisburg.or.us), in the Harrisburg Fees, Licenses, Development Charges and Utility Rates Workbook.

Public Records Research is charged at \$30/hour - with a minimum of 1/2 hour increments. If a document can be provided electronically in its existing format, within 15 minutes, it generally will be provided for free.