



City of Brookings

898 Elk Drive, Brookings, OR 97415
 (541) 469-1102 Fax (541) 469-3650
jheffington@brookings.or.us

Received by City Recorder:	
Date _____	Initials _____

Public Records Request Form

Name _____ Phone: () _____ - _____

Mailing Address _____

Please provide the following information regarding your public record request. Please be as **specific** as possible. You may use additional forms if necessary. Requests must be submitted to the **City Recorder** in the City Manager's office. *Thank you.*

REQUESTED RECORD(S)			Request Fulfilled
Description	Date(s)	Type**	Staff (date/initial)
1.		<input type="checkbox"/> Personal <input type="checkbox"/> Certified <input type="checkbox"/> Electronic <input type="checkbox"/> Inspection Only	
2.		<input type="checkbox"/> Personal <input type="checkbox"/> Certified <input type="checkbox"/> Electronic <input type="checkbox"/> Inspection Only	
3.		<input type="checkbox"/> Personal <input type="checkbox"/> Certified <input type="checkbox"/> Electronic <input type="checkbox"/> Inspection Only	
4.		<input type="checkbox"/> Personal <input type="checkbox"/> Certified <input type="checkbox"/> Electronic <input type="checkbox"/> Inspection Only	

**Please refer to the Fee Calculation Worksheet for applicable fees.

In accordance with ORS 192.440(2) every attempt will be made to respond to your request as soon as practicable.

Signature Date

For City Use Only:

Referred to: Public Works Planning Building ASD Other for processing on: _____. RETURN COMPLETED FORMS to City Recorder for final processing.

Total Fee (carried over from Fee Calculation Worksheet)	Total Fee	Paid/Receipt #
	\$	

A written cost estimate will be provided for copying projects anticipated to exceed \$25.00. Advance payment of estimated costs is required prior to project completion. Fees received in excess of actual costs will be reimbursed upon delivery of requested records.

Written **cost estimate** (attached) provided by mail/email on: _____, in the amount of \$ _____.

Estimate approved: Yes No *If yes:* Customer Signature: _____ Date: _____

Cleared by City Recorder: Yes No (Circle one): Unable to locate / Exempt from inspection By: _____ Date: _____.

FEE CALCULATION WORKSHEET

FOR STAFF USE ONLY

<u>Type of Request</u>	<u>Fee/Unit</u>	<u>Qty</u>	<u>Fee</u>
Copies of City Records			
Less than 200 pages, B & W	\$0.25/per side		
Less than 200 pages, Color	\$0.35/per side		
200 or more pages ¹ @ \$0.____ per page & \$____./hr	Actual cost + labor		
Using off-site services @ \$____.____ per page & \$____./hr	Actual cost+ labor		
Certified copies of City records			
First page – B& W	\$1.00/single side		
Each additional page - B&W	\$0.50/per side		
200 or more pages ¹ B&W @ \$0.____ per page & \$____./hr	Actual cost + labor		
Duplication of City audio/video recordings to CD/DVD			
Personal Copy	\$15.00		
Certified Copy	\$20.00		
Electronic document preparation²			
Electronic documents or files copied to CD/ DVD	\$13.50		
Electronic documents, <10MB and 10 files, sent	No additional cost		
Electronic documents, ≥10MB and/or 10 files, sent	\$12.00		
Paper to electronic conversion to PDF, ≤ 11” x 17”	\$0.15/per side		
GIS			
Maps - Regular	\$12.00		
Maps - Ortho Background	\$25.00		
Mapping Research/Reports	\$475.00		
Other			
Fax - per page (single sided)	\$1.00		
Legal review of public records for exempt determination @ \$____./hr	Actual legal costs		
Monitoring of public review of City files	\$35/hour		
Records Search @ \$____./hr	Actual Labor		
			Total Fee \$

¹A written cost estimate will be provided for copying projects anticipated to exceed \$25.00. Advance payment of estimated costs is required. Fees received in excess of actual costs will be reimbursed upon actual delivery of requested records.

²Electronic document preparation: Fees noted are in addition to applicable records search fees. Any request requiring more than 1 hour of staff time for conversion, copying to disc, etc., will be charged the records search rate, in addition to standard fees, with prior notification to, and acknowledgement of the requestor. Sending and receiving of electronic files, and conversion of paper documents to PDF format, is limited to current available in-house technology.