



# City of Brookings

898 Elk Drive, Brookings, OR 97415

(541) 469-1102 Fax (541) 469-3650

[cmadminassistant@brookings.or.us](mailto:cmadminassistant@brookings.or.us)

## Public Records Request Form

Received by City Recorder:	
Date	Initials

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address (required): \_\_\_\_\_

Please provide the following information regarding your public records request. Please be as **specific** as possible. You may use additional forms if necessary. Requests must be submitted to the **Deputy 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 192.311, the City will acknowledge your request within five (5) business days.

\_\_\_\_\_  
Signature Date

### For City Use Only:

Referred to:  Public Works  Planning  Building  FHRD  Other for fee calculation on: \_\_\_\_\_

**RETURN FORM to City Recorder with estimated fees calculated by:** \_\_\_\_\_

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

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.

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

Estimate approved:  Yes  No *If yes:* Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved to proceed by the City Recorder on Date: \_\_\_\_\_ CR Initials: \_\_\_\_ Request **must** be fulfilled by: \_\_\_\_\_

### RETURN FORM TO CITY RECORDER WHEN PROJECT COMPLETED

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

## FEE CALCULATION WORKSHEET

### **FOR STAFF USE ONLY**

Type of Request	Fee/Unit	Qty	Fee
<b>Copies of City Records</b>			
Less than 200 pages, B & W, per single 8½ x 11 side	\$0.25		
Less than 200 pages, Color, per single 8½ x 11 side	\$0.35		
200 or more pages <sup>1</sup> @ \$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 – single 8½ x 11 side	\$1.00/single side		
First page – Color - single 8½ x 11 side	\$1.10		
Each additional page - B&W - single 8½ x 11 side	\$0.50		
Each additional page – Color - single 8½ x 11 side	\$0.60		
200 or more pages B&W/Color @ \$0.____ per page & \$____./hr <sup>1</sup>	Actual cost + labor		

### Duplication of City audio/video recordings to CD/DVD

Personal Copy	\$15.00		
Certified Copy	\$20.00		

### Electronic document preparation<sup>2</sup>

Electronic documents or files copied to CD/ DVD	\$14.00		
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

8-1/2 x 11 Curry County Print (per single sided page)	B&W \$0.25; Color \$0.35		
11 x 17 Curry County Print (per single sided page)	B&W \$2.40; Color \$2.50		
Large Format Print (> 11x17; based on square footage)	B&W \$3/sf; Color \$9/sf		
Large Format Scanning (> 11 x 17, per single side sheet )	\$20.00/sheet		
Custom Map	\$46.00/hour		
Research/Analysis/Development	\$35.00/hour		

### 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	\$36.00/hour		
Records Search	\$45.00/hour		
	Total Fee \$		

<sup>1</sup>All copy charges are calculated based on a single-sided 8½ x 11 page. An 8½ x 14 page will be charged at one and one-half (1½) the cost of single sided page, and 11 x 17 pages will be charged as two (2) single sided pages. Large copying projects (>200 single sided pages or >100 double sided) will be charged actual copying and labor costs, with prior notification to and acknowledgement of the requestor.

<sup>2</sup>Electronic document preparation: Fees noted are in addition to applicable records search fees. Any request requiring more than one (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.

## PUBLIC RECORDS REQUEST PROCEDURE

### Public Record Defined

Oregon law states that every person has a right to inspect any non-exempt public record and defines a "public record" as any information that: Is prepared, owned, used or retained by a public body; Relates to an activity, transaction or function of the public body; Is necessary to satisfy the fiscal, legal, administrative or historical policies, requirements or needs of the public body, regardless of the physical form of characteristics.

Records which are not available for public access include:

- Public employee addresses, Social Security numbers, birth dates and telephone numbers, and personal privacy information that would constitute an unreasonable invasion of privacy.
- Investigatory information compiled for criminal law purposes.
- Records of a public body pertaining to litigation to which the public body is a party if the complaint has been filed, or if the complaint has not been filed, if the public body shows that such litigation is reasonably likely to occur.
- Information relating to the appraisal of real estate prior to its acquisition.
- Records which can be defined as exempt under ORS 192.501 and ORS 192.502.

### II. PROCEDURE

- A. Any person seeking access to, or copies of, public records shall complete a Public Records Request Form and submit said form to the City Recorder. The request shall provide sufficient descriptive information to enable staff to identify and locate the records requested.
- B. A request for the release of records relating to the following require a minimum 30 days notice and City Manager approval:
  1. Construction plans, floor plans, building diagrams for any City-owned building, wastewater treatment facility, water treatment facility, water intake facilities, pump stations, storage tanks, reservoirs, maintenance yards or other structures.
  2. Water or sewer system plans showing the location of distribution and collection mains; water transmission mains.
- C. The City Recorder shall review the Public Records Request Form and will respond to the requestor within five (5) business days with an acknowledgement of receipt advising the requestor if
  1. The City is the custodian of the requested record;
  2. The City is not the custodian of the requested record; or
  3. The City is uncertain whether it is the custodian of the requested record
- D. Once the acknowledgement has been sent, the City has ten (10) business days to
  1. Complete its response to the public records request; or
  2. Provide a written statement that the public body is still processing the request and a reasonable estimated date by which the public body expects to complete its response based on the information currently available
- E. The City Recorder will then forward the request to the appropriate department. The City Recorder may confer with department staff to determine the appropriate referral department, and whether multiple referrals are appropriate.
- F. Once a calculation of estimated costs has been completed, the City Recorder will notify the requestor of the estimate (if greater than \$25, the estimate will be made *in writing*).
- G. The 10-day clock is suspended until the requestor approves and pays the estimated costs; all effort to fulfill the request will suspend until approval and payment are received.
- H. Upon approval and payment, the 10-day clock resumes with the balance of remaining days to fulfill the request.
- I. Department Directors shall be responsible for fulfilling the public records request and may contact the requesting party for clarification of the request if needed. If clarification is requested, the 10-day clock will once again suspend until clarification is received. Department Directors, or their designees, shall make arrangements with the requesting person to inspect and/or copy the records to which access is requested.
- J. Persons requesting access to public records for inspection or copying, or who submit requests for copies of public records, shall specify the records requested with particularity, furnishing the dates, subject matter and such other detail as may be necessary to enable City personnel to readily locate the records sought. To inspect records files, the request should be as specific as possible, such as "Planning Department file on Lucky Lane subdivision," and include, at least, an approximate record date.
- K. If there is doubt that the records requested for inspection are not clearly within the definition of "public record," or are exempt records, the request will be referred to the City Attorney for review and recommendation.
- L. The City shall permit inspection and examination of its non-exempt public records during regular business hours in the City offices, or such other locations as the City may reasonably designate from time to time. Copies of non-exempt public records maintained in *machine* readable or electronic form shall be furnished, if available, in the form requested. If not available in the form requested, such records shall be made available in the form in which they are maintained in accordance with ORS 192.440(2).
- M. The City is not required to produce "lists" of records that are not already available in the form of a "list."
- N. At no time shall an original record of the City be removed from the City's files or the place at which the record is regularly maintained, except upon authorization of the City Recorder.
- O. Certified copies of non-exempt public records shall be furnished upon receipt of payment therefore.

### III. FEES FOR PUBLIC RECORDS

As provided by state law, the City may charge fees calculated to recover actual costs for responding to public records requests. Fees will be calculated according to a fee schedule adopted by City Council ordinance and/or resolution. Applicable fees will be listed on the public records request form. Requestors will receive advance written notification for large projects where labor and/or copying charges are anticipated to exceed \$25.00. Fees will be collected in advance of duplication.