



**CITY OF GLADSTONE
PUBLIC RECORDS REQUEST
525 Portland Ave, Gladstone, OR 97027
Phone: (503)557-2766 Fax: (503)650-8938**

Date of Request: _____

Requestor's Information

Name: _____

Address: _____

Phone #: _____

Email Address: _____

Description of Records Requested

Please include the following when describing the materials requested, to the extent known and with as much detail as possible:

- Type of document
- Title
- Date
- Address of any real property at issue
- Author
- Subject matter

Additional sheets may be attached as needed

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- Oregon law requires that the City respond within a reasonable time to public records requests.
 - Public Records Law authorizes the City to charge fees for the actual costs of making public records available.
 - If the estimated costs involved in fulfilling your request exceed \$25, the City will advise you of those costs and require your approval before beginning work.
 - If the fee estimate exceeds \$100, a 50% deposit shall be required to begin work.
 - Full payment of the total amount of costs incurred is required before the public records may be inspected or copies released.
 - Please note that police reports and court records cannot be obtained through this form. For such records, please contact the department directly.

I HAVE READ AND AGREE TO COMPLY WITH THE ABOVE CONDITIONS, and further agree to pay the cost of fulfilling this Public Records Request. I understand these costs will include any costs for summarizing, compiling or tailoring the public records, either in organization or media, to meet a public records request. Costs will be charged for staff/attorney time spent in locating the requested records, reviewing the records in order to delete exempt material, supervising a person's inspection of original documents in order to protect the records, copying records, certifying documents as true copies, and mailing any records. Costs will be incurred for search time even if the City fails to locate any records responsive to this request or if it is subsequently determined that said records are exempt from disclosure. I agree to pay a maximum of \$25 without further approval.

Signature of Requestor

Date

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Responding To Public Documents and Records Requests

Goal -The goal of this policy is to recognize the right of every person to inspect any non-exempt public record of the City. We offer this as a public service.

Applicability- This policy applies to all City staff and external persons.

Objective -The City's objectives are to provide a timely response, to seek reasonable cost recovery when appropriate and to maintain orderly files.

Document Request - Document requests must be in writing and shall include the name and mailing address of the requestor and a complete and detailed description of the materials requested. When known to the requestor, the request shall include information such as the departmental file number, year of creation and any other pertinent information which may assist City staff in locating the requested documents. The City will not author or prepare any new documents in response to a records request.

Document Inspection – A person making a public documents request may personally inspect the requested documents, but the right to inspect documents does not include the right to rummage through file cabinets or file folders or the right to disassemble or change the order of materials in files or document binders.

Inspection of public documents shall occur during normal business hours. Any request which requires more than one-half (1/2) hour of staff time shall occur at a time mutually convenient to the requestor and the affected staff person.

Original documents shall not be taken out of the custody of the City. A City staff member should be present while any original public records are being inspected to insure protection of the documents.

Cost Estimate – When presented with a public document request, the affected City department shall first prepare an estimated cost bill reflecting the full, estimated cost of City staff time and materials required to complete the request, including time required for retrieval, copying, preparation, assisting the requestor, separating exempt from non-exempt materials as provided by ORS 192.496 through 192.502, organization of the results, and if requested, delivery of the search results. City Attorney costs will be included in the estimate.

Request Response Time – The City shall respond to all public documents requests within ten (10) business days or, within ten (10) business days explain why more time is needed for a full response. One such reason for delay would be an instance where staff needs to consult with the City Attorney's office to obtain legal advice prior to releasing documents. This will be necessary when the City is presented with a physically extensive or legally complex document request.

Labor Costs – The cost bill estimate for staff time will be based on the staff person's regular hourly wage rate multiplied by the time estimate to respond to the request. Staff time is billed at the city's total weighted hourly pay to reflect the individualized personal service beyond a half-hour's worth of time to respond to a request that takes staff away from performing general job tasks and serving other members of the public. It is also meant to encourage requestors to use staff time efficiently by giving requestors an understanding of the work impact of any specific request. The current percentage for compensation for City benefits received by the staff person will be added. There will be no charge for the first half hour of staff time required to respond to a documents request. The staff people who respond to public records request shall be those with the lowest hourly wage that are qualified to respond to the request.

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Materials Costs – If the request entails less than one-half (1/2) hours of staff time, then copying charges shall be included at the rate of ten (.10) cents per page. If the documents are removed from City custody for copying at a commercial copy shop, the requestor shall be responsible for the actual cost of the commercial copying. If delivery of the copied material is requested, mailing or delivering costs shall be included in the estimated cost bill.

Fee Collection – If the estimated cost bill is twenty-five (\$25) dollars or more, the City shall require a deposit in the full amount of the estimate before expending any additional City resources toward responding to the document request. The affected City department shall proceed to fulfill the request only upon receipt of the deposit. If the actual cost of completing the request exceeds the estimate, the City will not release the search results until the City's full actual costs, calculated in accordance with this policy are received in full. If the actual cost of responding to the request is less than the estimated cost bill, then the balance of the deposit will be refunded promptly.

If the estimated cost bill is less than twenty-five (\$25) dollars, the affected department shall proceed to fulfill the request and shall present a cost bill for the City's full actual expenses, calculated in accordance with this policy and payable in full upon receipt of the request result. The affected department will not release the request result until the cost bill has been paid in full.

Waiver or Reduction of Fees – Copies of public records may be furnished without cost, or at a reduced cost, if the department head or designee determines that a waiver or reduction of fees is in the public interest because making the record available primarily benefits the general public.

1. A person requesting a waiver or reduction of fees shall file a written request which includes his/her name and address, the purpose for which the documents are sought, the nature of the information and whether he/she can demonstrate the ability to disseminate the information to the public or otherwise benefit the general public with the information. Department head or designee will review the request and may also consider the requestor's ability to pay and any financial hardship on the City that would arise from granting a waiver or reduction.
2. Any requestor disabled within the meaning of the Americans with Disabilities Act may also apply for a waiver or reduction of fees if the requestor is unable to reasonably access the requested files.
3. Copies of routine materials requested by the news media will be made available without charge. Any request which requires more than one-half (1/2) hour of staff time will be charged according to this policy.
4. Copies of routine materials, personal to the requestor, will be furnished without charge, except for policy reports. Any request which requires more than one-half (1/2) hour of staff time will be charged according to this policy.
5. Copies of routine materials requested by any Gladstone City public official or advisory committee member will be furnished without charge if the request relates to information needed in the requestor's official capacity.