



CITY OF GLADSTONE
PUBLIC RECORDS REQUEST
18505 Portland Ave, Gladstone, OR 97027
Fax: (503)557-2761

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

Multiple horizontal lines for describing records requested.

Additional sheets may be attached as needed

- 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