



**Request for public records
Community Development Center**



City of Scappoose
33568 E. Columbia Avenue
Scappoose, Oregon 97056
phone 503-543-7184/fax 503-543-5679

Name: _____ Phone #: _____

Address: _____

The information I am requesting is: _____
(please be specific) _____

Date Submitted: _____

Do you want a copy or the right to inspect and copy? _____

Do you want these records mailed, or will you pick them up? (Cost of postage will be added) _____

I understand ORS Chapter 192 contains exemptions to the public records law and authorizes the City to adopt reasonable rules necessary to protect the records and permit the custodian of public records to carry out regular duties. I understand that fees may be charged for the cost of responding to this request, and that the charges are attached. Upon receipt of this written request, I understand that the City will determine whether the requested record is exempt from disclosure and will respond to requests that are clearly not exempt from disclosure within a reasonable amount of time.

Signature _____ **date of request** _____

For Office Use Only: _____ **Date received:** _____

Information complied by: _____ Date completed: _____

Amount due: _____ Date notified: _____

Date picked up: _____ Receipt #: _____

City of Scappoose Fee Schedule ~ Administration

Photocopying

Single sided	\$0.25	per page starting with first copy
Double sided	\$0.40	
11X17 single	\$0.50	
11X17 double	\$1.00	

Municipal Code Copy \$35.00

Annual Budget/Audit/Master Plan \$25.00 for pre-bound and already produced documents

All other city-created documents T & M staff hourly rate plus costs (Time & Materials)

Public Records Request T & M staff hourly rate plus costs (Time & Materials)

Photographs and Video

Audio & Video Tapes	\$25.00
Pictures	\$2.00
Negatives	\$5.00
Digital Photograph (each)	\$2.00

Other items at actual cost plus hourly wages staff hourly rate plus costs (Time & Materials)

Fees are set per Resolution 08-09 passed June 16, 2008

Procedure for Public Records Request

1. Complete and return the Records Request form with as much detailed information as you can. For Community Development Center Records, return this form to the Community Development Center. There are several options for returning the form: bring in to the Community Development Center at 52610 NE 1st Street, mail to Scappoose Community Development Center at 33568 East Columbia Avenue, Scappoose, Oregon 97056, fax to 503-543-5679 or email to elizabethhappala@ci.scappoose.or.us.
2. The City will provide a cost estimate and **MUST** receive confirmation that you want the City to proceed with your request. A deposit against fees may be required for large public records requests.
3. The City will contact you with the estimate and a time the records will be available for inspection. **Indicate on the Request Form whether you wish them to be mailed or you will pick them up.**
4. If you are requesting to inspect records at the Community Development Center, you will be called with an available time to inspect the records. A place for ONE person will be provided for reviewing the files. One file at a time will be made available. When you are through with it, return it, and receive the next file. Any pages to be copied should be marked with sticky notes provided by the city.
5. When your inspection has been completed, return the last file. If staff is available the copies will be available at that time. If staff is not available to copy the requested pages at that time you will be called at the phone number on this form once staff has had time to copy the requested pages.
6. If more than one person wants to look at files at the same time, reservations must be made in advance for an available room. A research fee will be charged to cover a staff person's time for remaining in the room with the files.

COMMUNITY DEVELOPMENTS CENTER RESPONSE TO REQUEST:

The City is not in possession of the requested records.

Further information is required to clarify the request. Please provide the following:

Copies of the requested records are attached.

The City is in possession of at least some of the requested records. It will take approximately _____ to provide the records. The estimated cost is _____.

It is uncertain that the City is in possession of the records. It will take approximately _____ to search for the records.

The public record(s) requested are exempted from public disclosure under state and/or federal law.