



# Public Records Request Form

Office of the City Recorder  
City of Tillamook  
210 Laurel Avenue  
Tillamook, Oregon 97141  
OFFICE (503) 842-3450 FAX (503) 842-3445

**Attention Requestor:** All public record requests must be made in writing. To expedite your request for public records, please fill out this form *completely* and identify *specifically* the type of records you are requesting.

\_\_\_\_\_  
First and Last Name (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Organization (if applicable)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Daytime Telephone Number

\_\_\_\_\_  
Date of Request

.....  
Requested Information/Records: Please give a brief statement describing the requested information/records, being specific enough for the City Recorder to determine the nature, content and probably the department within which the record(s) you are requesting may be located.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Purpose of Request: Because the identity and motive of the person seeking the disclosure of a particular public record may be relevant in determining whether a record is exempt from mandatory disclosure under a conditional exemption, please give a brief statement as to the purpose of your request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

.....  
**◀FOR OFFICE USE ONLY▶**

Date Completed: \_\_\_\_\_ Date Notified: \_\_\_\_\_ Date Picked up: \_\_\_\_\_

Info Compiled by: \_\_\_\_\_ Deposit: \_\_\_\_\_ Refunding: \_\_\_\_\_

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## Information

- ORS 192.430 allows the public body a reasonable time to respond to a records request. The amount of time that is reasonable will depend upon the volume of the records requested, the staff available to respond to the records request, and the difficulty in determining whether any of the records are exempt from disclosure.
- Oregon Revised Statutes (ORS 192.440 (5)) authorizes the City to charge fees associated with public records requests.
- The City Manager may coordinate the response to complex requests as described in Level 1 below.
- Level 3 Request: This request does not require a written request or payment of a fee. Requested document must be current and readily available, require no duplication, may not be subject to the Public Records Fee Schedule, and must require no additional staff time or resources to be made available. These types of documents are intended for public distribution, such as informational brochures, agendas, permit applications, job applications, election-related petitions, or solicitations for public comment.
- Level 2 Request: This request must be made in writing. Requested documents are not immediately available in pre-prepared format. Request must clearly and correctly identify the document, may not require extensive staff research to locate the document, may not include more than five (5) documents or 50 pages or documents that are more than one year old. Requested document must be located in a single department or division, may not contain sensitive, confidential, or privileged information, and must not require attorney review prior to release. Cost estimates will be provided and requestor must agree to pay before the document retrieval begins. Documents are usually available within 72 hours (not including weekends or holidays). Payment is due upon receipt of the requested documentation.
- Level 1 Request: This request must be made in writing. This type of request is complex, involving multiple staff and/or departments or divisions. It involves extensive research or compilation of documents, and requires attorney review. The request may also require follow-up by staff to identify what is being requested. City staff furnishes written acknowledgement that the request has been received within 72 hours and, as soon as possible after that (usually within one week), provides the requestor a written time and cost estimate for proceeding with the request. The requestor must submit written authorization to proceed and pay the estimated costs before any staff time is expended responding to the request.

The City Manager will coordinate Level 1 requests and may request a review by the City Attorney to assess disclosure requirements of the information requested.

After the estimate is given to the requestor, the City Recorder's Office must receive written authorization from the requestor before proceeding with the records request. The requestor will be notified if costs exceed the written estimate given. In addition, a refund will be given if costs are less than estimated.

For more information contact:

Tillamook City Manager Mark Gervasi at (503) 842-2472 x. \*3460

Or

Tillamook City Recorder Bernadette Sorensen at (503) 842-3450