



CITY OF REEDSPORT

## PUBLIC RECORD/INFORMATION REQUEST

Please submit all requests to Deanna Schafer, City Recorder at 451 Winchester Avenue, Reedsport, OR. 97467.

Date of request: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

Items requested: \_\_\_\_\_

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SIGNED: \_\_\_\_\_

(PLEASE SIGN AT TIME OF REQUEST)

This information will be provided as soon as possible without unreasonable delay.

The following fees for the cost of retrieving this information may apply.

**\$.25** per two sided page of all documents copied.

Research involving more than 15 minutes staff time will be charged out at **\$28.00** per hour broken down in 15 minute increments.

**\$15.00** per copy of Audio Tapes.

**\$30.00** per copy of VHS Tape.

Special delivery at actual cost.

Notification date/items ready for pickup: \_\_\_\_\_

Total cost: \_\_\_\_\_

Date picked up: \_\_\_\_\_



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### STAFF USE ONLY

Received by: \_\_\_\_\_

Check only those that apply:

- The City of Reedsport does not possess, or is not the custodian of the requested document/information.
- The City of Reedsport will provide copies of documents that are not exempt from disclosure per ORS 192.410 to 192.505.
- The City of Reedsport is the custodian of at least some of the requested document/information and an estimate of the potential cost of producing these records is \_\_\_\_\_
- The City of Reedsport is the custodian of at least some of the requested document/information and will provide the requester with a written estimate within a reasonable amount of time.
- The City of Reedsport is uncertain whether it is the custodian of such document/information and will search for the record and make an appropriate response as soon as practicable.
- State or Federal law prohibits the City of Reedsport from acknowledging whether the record exists or acknowledgment would result in the loss of federal benefits or other sanction per \_\_\_\_\_

Actual Cost:

Time: \_\_\_\_\_

Material: \_\_\_\_\_

Document/Information supplied: \_\_\_\_\_

Request completed by: \_\_\_\_\_

(Staff signature required.)