



**CITY OF AUMSVILLE  
595 MAIN STREET  
AUMSVILLE, OREGON 97325**

**PUBLIC RECORDS/INFORMATION REQUEST FORM**

Procedures for public records request are as follows: "Public Information" is defined in ORS 192.410 – 192.502,505 and in the Oregon Attorney General's Public Meetings and Records Manual. The sources referenced also list several limited circumstances under which a public body may decline to release certain information. Because the identity and motive of the person seeking disclosure of a particular public record may be relevant in determining whether a record is exempt from mandatory disclosure under a conditional exemption, the following information must be provided:

DATE OF REQUEST: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ Public Records/Administration/Finance(503-749-2030): Submit to City Clerk  
 \_\_\_\_\_ Court/Police Department(503-749-2188): Submit to Police Clerk  
 \_\_\_\_\_ Public Works Department(503-749-1185): Submit to City Clerk

REQUESTOR'S NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_ City/State \_\_\_\_\_ Zip Code

DAY TIME PHONE: \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ EMAIL: \_\_\_\_\_  
 Area Code

SIGNATURE: \_\_\_\_\_  
 (Person making request or their authorized representative)

REQUEST: \_\_\_\_\_

If requesting Court/Police records include Incident, Case Number, Date/Time/Place of Incident, Involved Persons.  
 Do not use insured's name unless he/she was involved as driver/victim.

Obtain estimated # of copies from city: \_\_\_\_\_ Records inspection ONLY: \_\_\_\_\_  
 # Copy Pages Schedule: Date Time

AMOUNT ENCLOSED: \_\_\_\_\_ Receipt #: \_\_\_\_\_  
 (See Attached Schedule of Fees)

**CITY OF AUMSVILLE ACKNOWLEDGEMENT**

REPLY: I certify that the attached photo copy/copies of \_\_\_\_\_

is/are true and correct copy/copies of the above requested public records/information except as noted below.

Notations: \_\_\_\_\_

REPLY SENT: \_\_\_\_\_ Date \_\_\_\_\_

**We cannot supply the public records/information you requested for the following reason(s):**

- This case is still under investigation. See attached.\*
- The city/police are not in possession of this record.
- Request was unclear. Please revise and resubmit.
- Not in our jurisdiction and/or department. We suggest you contact: \_\_\_\_\_
- Cash, check, or money order not enclosed.
- More time is needed to search for records.  
An estimated \_\_\_ hours is needed. See attached.\*
- The public records are exempted from public disclosure under state and federal law.

SIGNED: \_\_\_\_\_  
 City Clerk/Police Clerk/City Administrator

DATE RECEIVED STAMP: \_\_\_\_\_

ACTUAL COST: \_\_\_\_\_

REFUND CHECK NO. \_\_\_\_\_

WAIVED: \_\_\_\_\_ (Fee(s), Written Request, Compliance)

EXEMPT: \_\_\_\_\_