

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):

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

SIGNED: _____

City Clerk/Police Clerk/City Administrator

DATE RECEIVED STAMP: _____

ACTUAL COST: _____

REFUND CHECK NO. _____

WAIVED: _____ (Fee(s), Written Request, Compliance)

EXEMPT: _____

SCHEDULE OF FEES

(These fees have been established by Aumsville City Council)

We do not provide a billing service. Requests received without proper fees will be returned. We will accept cash, checks or money orders.

Thank you for your cooperation and assistance. This copy request procedure is designed to eliminate unnecessary delays in returning the requested copies to you and to alleviate the necessity for increasing fees.

If you have any questions or if we may be of further service, please contact us at the address at the top of the previous page or by phone at 503-749-2030

Public Records:

Copy Page – Other Than Public Record	\$.40 each copy, one-sided, regardless of size
Copy Page – Non-Archived Public Record	\$.65 each copy, one-sided, regardless of size
Archived Public Record Request Retrieval	\$30.00 hour in quarter hour increments plus \$.40 per copy page
Requests Requiring Attorney Assistance	Actual Attorney Costs
Photographs/Audio Tapes/Non-Paper Materials	Actual Cost

Administration/Finance:

Faxing	\$3.00 for the first page/\$1.00 for additional pages
Fax Receiving	\$.40 each page
Non-Sufficient Funds Check	\$30.00 (includes bank charge)

Court/Police Department:

Police Report/Copies	See Public Records Above
Finger Printing	\$ 30.00
Administrative Court Fee (After 30 Days)	\$ 45.00
DMV Suspension Submittal	\$ 15.00
Tow Release	\$100.00
Seat Belt Class	\$ 50.00
DMV Reinstatement Fee	\$ 15.00

Public Works Department:

Customer Repair Shut-off & Reconnect	\$40.00
Delinquent Account Reconnect	\$30.00
Utility Billing Late Charge	\$ 3.00
Meter Error Test Deposit	\$25.00
Information Records Request/Other Special Services	\$40.00 per hour, in quarter hour increments after the first half-hour, and materials or cost billed to the city
Mapping Duplication	Actual Cost Plus 20% Administration & Overhead
Engineering Review	Actual Cost Plus 20% Administration & Overhead