



City of Durham

17160 SW Upper Boones Ferry Road
 Durham, OR 97224
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 Website: www.durham-oregon.us
 Email: assistant.cityofdurham@comcast.net

PUBLIC RECORDS REQUEST

DO NOT USE THIS FORM FOR POLICE RECORDS. Oregon Public Records Law allows citizens to view, inspect, and/or copy the records of the City unless exempt from disclosure. ORS 192.410 – 500. The Law does not require the City to create new records in response to a request. The City will provide existing records that are responsive to the request and not otherwise exempt from disclosure.

Name:	Date:
Organization: <i>(Required)</i>	Phone:
Address:	Phone2:
Email:	Fax:

Description of Records Requested: *(Please be as specific as possible. You may attached a letter)*

I wish to arrange an appointment to view records: Requested Date & Time: _____	FEES: Staff charges: \$30 per hour _____ Copying (8x11): \$0.25 per page _____ Large copy: actual cost _____ Postage or courier: actual cost _____ Fax: \$2.00 per page _____ Scan: \$2.00 per page _____ True copy certification \$5.00 each _____
	TOTAL: <input type="text"/>
Signature Of Person Making The Request _____ Date _____ <i>The information provided in this form subject to public disclosure in accordance with the Oregon Public Records Law.</i>	

FOR CITY USE ONLY:		
Date Received:	Approved/Denied (attach denial letter):	Date Completed:
By:	Staff Time:	Payment Received:
Files Checked Out:	Files Checked In:	Receipt: