



# City of Durham

17160 SW Upper Boones Ferry Rd.  
Durham, Oregon 97224

## Public Records Request

Website: [www.durham-oregon.us](http://www.durham-oregon.us)  
e-mail: [cityofdurham@comcast.net](mailto:cityofdurham@comcast.net)  
503.639.6851 Fax 503.598.8595

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: <i>(Please be as specific as possible. You may attached a letter)</i>			
I wish to arrange an appointment to view records: Requested Date & Time: _____		<b>FEES:</b> 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 _____	
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>		<b>TOTAL:</b> <input type="text"/>	
<b>FOR CITY USE ONLY:</b>			
Date Received:	Approved/Denied (attach denial letter):	Date Completed:	
By:	Staff Time:	Payment Received:	
Files Checked Out:	Files Checked In:	Receipt:	