



City of Durham

17160 SW Upper Boones Ferry Road
Durham, Oregon 97224

Public Records Request

website: durham-oregon.us
e-mail: cityofdurham@comcast.net
phone: 503.639.6851

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: (Required)	Phone:	
Address:	Phone 2:	
Email:	Fax:	
Description of Records Requested: <i>(Please be as specific as possible. You may attach a letter)</i>		
I wish to arrange an appointment to view records: Requested Date & Time: _____		FEES: Staff charges: City Staff: \$50 per hour; \$25 min. after 15 mins _____ Contract Staff: actual charge _____ Copying: \$1 B&W per page _____ \$2 Color per page _____ Large copy: actual cost _____ Postage or courier: actual cost _____ True copy certification \$40.00 each _____ Digital format (i.e. USB key) actual cost _____ TOTAL:
Signature Of Person Making The Request _____ Date _____ <i>The information provided in this form is 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: