



PUBLIC RECORD REQUEST FORM

Please complete this form and send to:

City of Pendleton
Attn: City Attorney
500 SW Dorion Ave.
Pendleton OR 97801
Phone: (541) 966-0206; Fax: (541) 966-0231
Email to: nancy.kerns@ci.pendleton.or.us

CONTACT INFORMATION

Name:	Email:
Organization:	Phone: Fax:
Mailing Address:	

REQUEST (Detail of records being requested)

Please be as specific as possible. For example, specify file number, file name, site location (township, range and section). If your request involves a large number of documents, or if it is difficult to determine which documents you are interested in, we may contact you to set up an appointment for you to come in to our office to review the file(s). Please let us know what dates and times are most convenient for you to do this.

Signature:	Date:
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OFFICE USE

Date Received:	Assigned to:
Due Date:	Costs (<i>see reverse side</i>):

Fees

1	<u>Photocopy fees</u> Single or double sided, Black-and-white or color, letter, legal or 11 x 17	\$0.30	per page
2	Bound or Large Documents: Budget CIP Audit Ordinance Compilation (Code) Sections	\$11 \$5	per document if more than 25 pages per document if less than 25 pages
3	<u>Large Format Copier Fees</u> (up to 36" x 48")	\$4.00	
4	<u>Audio Recordings</u> Copies of audio tapes of meetings regularly recorded: For the first standard size cassette tape For each additional cassette tape	\$12.00 \$5.00	
5	<u>Locate Fee</u> Charge to cover normal and reasonable staff time (10 minutes or less per request) to locate requested documents	\$4.00	per document
6	<u>Search Fee</u> Additional charges for staff time when responding to record requests that require more than the "normal and reasonable" time for responding to routine record requests. There is a maximum of four hours labor for any request	\$45	per hour, charged in 15 minute increments.
7	<u>Certified Copy</u> Certification shows that the record is a true copy of the original.	\$5.00	per document
8	<u>Fax</u> Facsimile (fax) of records	\$5.00 \$1.00	for first page each add'l page