



PUBLIC RECORDS REQUEST FORM

City of Albany
Finance Department
City Clerk's Office

For Police Records contact: 541.917.7680

Notice: Oregon Public Records Law grants each person the right to inspect the records of a public body (unless exempt from disclosure). ORS 192.440 (2) allows the public body a reasonable time to respond to a records request and ORS 192.440 (4)(a) authorizes the public body to charge fees associated with the requests. City of Albany fees are set by Resolution No. 5546 and are listed on the back of this form. Prepayment will be required for requests that exceed \$10. ORS 192.440 (2) requires that a public body respond to a public records request with specific statements. You will be given a copy of this form when the City processes your records request to serve as that notification.

Your signature below acknowledges that you have read, understand, and accept financial responsibility for the fees associated with this public records request.

Signature: _____ Date: _____

Requestor Information:

Name Mailing Address

City State Zip Code

Daytime Phone Number Fax Number Email address

Document Information:

Describe the information/records you are requesting being specific enough for the City to determine the nature, content, and department within which the records you are requesting may be located. Provide specific dates whenever possible. Use additional sheets of paper if necessary.

Return Form To: Mail or drop off: City Hall, Finance Dept, 333 Broadalbin Street SW, Albany, OR 97321
Fax: 541.917.7511 Email: cityclerk@cityofalbany.net

For Staff Use

Date Request Received: _____ Date copy of form provided: _____
Staff Name: _____ Dept: _____ Via: Mail Email Fax Pick up at City Hall

This Records Request:

- Was completed on (date): _____
- Was referred to the City Attorney on (date): _____
- Will require more time to process. (Estimated completion date): _____
- Will exceed \$10 so will require prepayment. (Estimated amount due prior to completion): _____
- Was unable to be completed because the City is not in possession of the records.
- Was unable to be completed because the records are exempt under state or federal law.
- Other: _____

PUBLIC RECORDS FEES

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Note: See Resolution No. 5546 for full City of Albany Public Record Request Policy.

SECTION 5: Fees for Public Records. In order to cover its actual costs for responding to public records requests, the following fee schedule is adopted by the City:

1. Copies of Public Records: Copies of public records shall be .25 cents per page for standard black and white letter size copies, .50 cents per page for 11X17 black and white copies. Color copies will be .50 for letter size copies and \$1.00 for 11X17. Photo quality paper will be an additional charge.
2. Electronic Format: Electronic documents may include sound recording, video recordings, and electronic documents. These non-exempt public records will be provided in electronic format on CD or DVD at a cost of \$5.00 each. Records that are already in audio tape form will be provided for \$15.00 for the first tape and \$5.00 for each additional tape. For records that are not already in electronic format and request to be converted a Research Fee will be required as stated in this policy.
3. Copies of Maps and other Nonstandard Documents: Charges for maps, large documents, or other nonstandard size documents, in the custodial possession of the Records Officer, shall be charged in accordance with the actual costs incurred by the City to reproduce them.
4. Research Fees: If a request for records requires City personnel to spend more than 30 minutes searching or reviewing records prior to their review or copying, the fee will be as follows:
 - a. Up to 30 minutes Copy cost only
 - b. 30 minutes to 2 hours Copy cost plus \$25 per hour
 - c. Over 2 hours Employee costs plus overhead

The City will provide a written cost estimate to requestor and must receive confirmation that the requestor wants the City to proceed with the request. Cost estimates over \$10 will be paid in advance. If the actual time and cost are less than estimated, the excess money shall be refunded to the requestor. If the actual cost and time are in excess of the estimated cost, the difference shall be paid at the time the records are produced.

5. Archived Scanned Copies: Scanned copies archived in the City of Albany Laserfiche system and readily available to the Records Officer, may be sent to an email address provided by the requestor for the cost of the applicable research fee only.
6. Electronic Searches: For non-exempt public record requests including emails or other electronic files stored on any City network and not readily available to the Records Officer, the information shall be provided on CD/DVD. The cost will be \$5.00 per CD/DVD plus \$100 per hour for the research and copying time with a minimum of one hour charge.
7. Additional Charges: If a request is of such magnitude and nature that compliance would disrupt the City's normal operation, the City may impose such additional charges as are necessary to reimburse the City for its actual costs of producing the records.
8. Reduced Fee or Free Copies: Whenever the City determines that furnishing copies of public records in its possession at a reduced fee or without costs would be in the public interest, the City may so authorize. ORS 192.440(4).

Copies per page		Electronic Formats	
.25	8.5 x 11 black & white	5.00	Each DVD
.50	11 x 17 black & white	5.00	Each CD
.50	8.5 x 11 color	15.00	First audio tape

1.00	11 x 17 color	5.00	Each add'l audio tape
Additional charge	Photo quality paper	Additional charge	See: Research Fees
Research Fees		Maps & Nonstandard Documents	
Up to 30 minutes	Copy costs only	Actual cost for reproduction	
30 minutes to 2 hours	Copy cost plus \$25 an ho	Electronic Searches	
Over 2 hours	Employee cost plus overhead	\$100 per hour	One hour minimum