



PUBLIC RECORDS REQUEST

City of Albany, Oregon | Office of the City Clerk

For Police or Fire Department public records request forms, see cityofalbany.net/publicrecords

Notice: Public Records laws are addressed in Oregon Revised Statutes (ORS). City of Albany Policy F-05-08, Public Record Requests, outlines the City's procedures. Fees are listed on the back of this form. Prepayment and confirmation to proceed will be required for requests that exceed \$25.

Requestor Information:

Name	Email		
Phone	Mailing address		
	City	State	Zip

Document Information:

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

Questions? Email:
cityclerk@cityofalbany.net

Mail/deliver completed form: Albany City Clerk, 333 Broadalbin Street SW, Albany, OR 97321
Email: cityclerk@cityofalbany.net

FOR STAFF USE			
1. RECEIVED	2. MANDATORY NOTIFICATION	3. INFORMATION/CLARIFICATION	4. FEES
Date:	Date:	Date Requested:	Date Notified:
RIM Coordinator:	Method: <input type="checkbox"/> copy of form	Date Received:	Date Paid:
Calendar year request #:	<input type="checkbox"/> email <input type="checkbox"/> mail <input type="checkbox"/> fax		Total Fees:
5-day count begins	10-day count begins	10-day count stops while waiting for response; restarts when received*	10-day count stops while waiting for payment; restarts when received*
* If no response is received within 60 days, the Public Records Request is closed.			
5. COMPLETED			
Completed by:		Date completed:	<i>Send a copy of this form to City Clerk when request is complete.</i>

Mandatory Notification Statement per ORS 192.324 (2)(a-c)
 Dear Requestor, thank you for your public records request. The City:
 holds the records you've requested. does not hold the record(s) you've requested. is not certain whether it holds the record(s) you've requested.

PUBLIC RECORDS FEE SCHEDULE | City of Albany, Oregon | Office of the City Clerk

- 1. **Copies of Public Records:** See table below.
- 2. **Personal External Sources Used for Copies of Public Records.** CDs, DVDs, or USB flash drives presented by the public are prohibited. The City will provide the following items for a fee:
 - a. CD, DVD, or USB flash drive: \$5.00
 - b. Audio tape: \$15.00 for the first tape and \$5.00 for each additional tape.
 - c. Video tape: actual cost to reproduce the video tape.
 - d. Any other type of personal equipment or external source presented by the requestor in order to copy a public record must be approved by the IT Director or his/her designee.

Whenever public records are prepared for copying, Research and Inspection fees apply.

- 3. **Copies of Maps and other Nonstandard Documents:** Copying maps, large documents, or other nonstandard size documents shall be charged in accordance with the actual costs incurred by the City to reproduce them.
- 4. **Vulnerable Buildings:** A completed Authorization to Proceed Form from a qualified representative is required before the records can be disclosed.
- 5. **Inspection Fees and Research Fees:** Inspection means official records inspected by the public in the presence of a staff member. Research includes locating, collating, and copying public records. Staff may waive inspection or research fees for *not more than five* Level 1 public records requests from the same requestor in a calendar year.
 - Level 1: Up to 30 minutes Copy cost plus \$10 (flat fee)
 - Level 2: 30 minutes to 2 hours Copy cost plus \$25 per hour (prorated)
 - Level 3: Over 2 hours Employee costs (wages plus benefits) (prorated)
- 6. **Written Notification:** Requests with fees estimated to exceed \$25 require written notification of the estimated amount followed by confirmation from the requestor to proceed with the public records request. Prepayment in full is required for requests estimated to exceed \$25. 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 more than estimated, the difference shall be paid at the time the records are produced.
- 7. **Electronic Searches:** For non-exempt public records (including e-mail searches) or other electronic records stored on any City network and not readily available to the RIM Coordinator, the fee is \$100 per hour for inspection, research, and copying time with a minimum one-hour charge. The information will be provided on a CD, DVD, or USB flash drive for the designated fee.
- 8. **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 necessary to reimburse the City for its actual costs of producing the records, including but not limited to excessive postage fees.
- 9. **Reduced Fee or Free Copies:** Whenever the City determines that providing copies of public records at a reduced fee or without costs would be in the public interest, the City may so authorize per ORS 192.324(5).

Copies per page	
8.5" x 11" black & white	\$0.25 (\$0.50 for duplexed)
11" x 17" black & white	\$0.50 (\$1.00 for duplexed)
8.5" x 11" color	\$0.50 (\$1.00 for duplexed)
11" x 17" color	\$1.00 (\$2.00 for duplexed)
Photo quality paper	<i>Additional charge</i>
Inspection fees and research fees	
Up to 30 minutes	Copy costs plus \$10
30 minutes – 2 hours	Copy cost plus \$25 per hour
Over 2 hours	Employee cost (<i>wages plus benefits</i>)

Electronic formats	
Each DVD, CD, or USB drive	\$5.00
Audio tape	\$15.00 first / \$5.00 each add'l
Video tape	Actual cost of reproduction
<i>Additional charges may apply; see #8 above.</i>	
Electronic Searches (includes e-mail searches)	
\$100 per hour, one hour minimum	
Maps & Nonstandard	To Certify as a True Copy
Actual cost of reproduction	\$5.00 in addition to copy charges

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