



# PUBLIC RECORDS REQUEST FORM

City of Albany  
City Clerk's Office

**For Police Dept. public records contact: 541.917.7680. For Fire Dept. public records contact 541.917.7700.**

**Notice:** Public Records laws are addressed in ORS Sections 192.420, 192.440, and 192.501. 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.

*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	E-mail address	

### 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.

**Return Form To:** Mail or deliver to: City Hall, Finance Dept, 333 Broadalbin Street SW, Albany, OR 97321  
Fax: 541.917.7511 E-mail: [cityclerk@cityofalbany.net](mailto:cityclerk@cityofalbany.net)

### For Staff Use

Send copy of this form to City Clerk when request is complete.

Date received: _____	Date Notification Provided: _____	Date completed: _____
RIM Coordinator: _____	Notification Method: <input type="checkbox"/> Copy of Form	Total Fees: _____
Calendar Year request # _____	<input type="checkbox"/> E-mail <input type="checkbox"/> Mail <input type="checkbox"/> Fax	Date paid in full: _____

Staff Notes:

### Mandatory Notification Statement per ORS 192.440 (2)(a-f)

Dear Requestor, thank you for your public records request. Your request:

- (a) was unable to be completed because the City does not possess or is not the custodian of the records.
- (b) is attached/enclosed.
- (c) will require more time to process (estimated date) \_\_\_\_\_ and will require a deposit of \$ \_\_\_\_\_.
- (d) will require more time to process. An estimate will be provided within a reasonable time.
- (e) has been forwarded to the \_\_\_\_\_ Dept to determine if the record exists; you will be contacted shortly.
- (f) was unable to be completed because the records are exempt under state or federal law: \_\_\_\_\_
- Other: requires additional or more specific information: \_\_\_\_\_

# PUBLIC RECORDS FEE SCHEDULE

City of Albany  
City Clerk's Office

1. Copies of Public Records: For 8.5 x 11 black and white, copies will be .25 cents per page; and .50 cents per page for duplexed copies. For 11 x 17 black and white, copies will be .50 cents per page; and \$1.00 per page for duplexed. For 8.5 x 11 color, copies will be .50 cents per page; and \$1.00 per page for duplexed. For 11x17 color, copies will be \$1.00 per page; and \$2.00 per page for duplexed. Photo quality paper will be an additional charge. For the Fire Department, a \$7.00 research fee includes up to ten single-sided copies. To certify as a true copy the fee is \$5.00 in addition to the copy charges.
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 tape thereafter.
  - 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.

In all scenarios where public records are prepared for copying, Research and Inspection fees apply.

3. Copies of Maps and other Nonstandard Documents: Charges for 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. Inspection Fees and Research Fees: Inspection means official records that are inspected by the public while 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)
5. Written Notification: Requests with fees that are 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 that are 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 in excess of the estimated cost, the difference shall be paid at the time the records are produced.
6. Archived Scanned Copies: Scanned copies archived in the City of Albany Laserfiche system or other electronic records which are readily available to the RIM Coordinator may be sent to an e-mail address provided by the requestor for the cost of Inspection or Research fees.
7. Electronic Searches: For non-exempt public record requests (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 192.440(5).

Copies per page		Electronic Formats	
.25 (.50 for duplexed)	8.5 x 11 black & white	5.00	Each DVD, CD, or USB flash drive
.50 (1.00 for duplexed)	11 x 17 black & white	15.00	First audio tape
.50 (1.00 for duplexed)	8.5 x 11 color	5.00	Each add'l audio tape
1.00 (2.00 for duplexed)	11 x 17 color	Actual cost to reproduce	Video tape
Additional charge	Photo quality paper	Additional charge	See 8.
Inspection Fees and Research Fees		Maps & Nonstandard	To Certify as a True Copy
Up to 30 minutes	Copy costs plus \$10	Actual cost for reproduction	\$5.00 in addition to copy charges
30 minutes to 2 hours	Copy cost plus \$25 an hr	Electronic Searches (includes e-mail searches)	
Over 2 hours	Employee cost (wages plus benefits)	\$100 per hour	One hour minimum
Police Department		Fire Department	
Refer to Police Department Records Request Form		Refer to Fire Department Records Request Form	