



PUBLIC RECORDS REQUEST

Albany Fire Department, City of Albany, Oregon

Notice: ORS 192.440 describes public access to copies or inspection of public records; written response by the public body; and fees for records. 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 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.**

Requestor Information:

Name	Agency name <i>(if applicable)</i>		
Email	Mailing address		
Phone			
Fax	City	State	Zip

Property Record:

Date or date range	Report #		
Address	City	State	Zip
<input type="checkbox"/> Fire Report <i>(National Fire Incident Reporting System, NFIRS)</i> <input type="checkbox"/> Fire Investigation: <input type="checkbox"/> Investigator's Report <input type="checkbox"/> Supporting Documents <i>(may be extensive; refer to fee schedule)</i> <input type="checkbox"/> Occupancy Inspection <input type="checkbox"/> New Construction <i>(Prior to 1998 Fire Dept.; after 1998, refer to Community Development, Building Division)</i> <input type="checkbox"/> Environmental Impacts Search <i>(Albany Fire Department does not maintain consistent records on specific hazardous materials or quantities stored on site. Refer to the State Fire Marshal's Office for more information: 503-378-6835, www.oregon.gov/OSP/SFM)</i> Select one or more of the following that apply to environmental impacts record search: <input type="checkbox"/> Fire Reports <input type="checkbox"/> Inspection Reports <input type="checkbox"/> HazMat Response Reports <input type="checkbox"/> Fixed HazMat Storage Tank Records			

Ambulance Record:

(Attorneys and representatives call 541-917-7710. DO NOT USE THIS FORM.)

Photo ID presented in person required to release records. This authorization may be revoked at any time. Unless revoked earlier, this consent expires 180 days from date of signing. To revoke this authorization, send written request to Albany Fire Department, Ambulance Billing, PO Box 490, Albany, OR 97321. **Select one or more of the following that apply to ambulance record search:**

<input type="checkbox"/> All Related Medical & Billing Documentation <input type="checkbox"/> Refusal of Medical Care or Transportation <input type="checkbox"/> EMS No-Medical Need/Public Assist Report	<input type="checkbox"/> Pre-Hospital Care Report <input type="checkbox"/> Billing Statements <input type="checkbox"/> Other _____
My signature below authorizes Albany Fire Department to disclose copies of ambulance medical records identified above for _____ to _____ for services rendered on _____, AFD Run # _____	

Other Record *(provide description)* _____

Signature	Date
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Return completed form: by email to Fire-Records@cityofalbany.net; by mail to PO Box 490, Albany, OR 97321; or in person to 611 Lyon St. SE, Albany OR 97321. **Questions:** call 541-917-7700.

FOR STAFF USE			
1. RECEIVED	2. REQUESTER NOTIFIED	3. FEES	4. COMPLETED
Date:	Date:	Amount:	Date:
		Date:	
5-day count begins	10-day count begins	10-day count stops while waiting for payment; restarts when received*	If no response is received within 60 days, the request is closed.
YOUR REQUEST:			
<input type="checkbox"/> Documents viewed in person only. <input type="checkbox"/> Copies made by requester at their expense.			
Mandatory Notification Statement per ORS 192.324 (2)(a-c) Dear Requestor, your public records request: <input type="checkbox"/> is attached/enclosed. <input type="checkbox"/> was unable to be completed because the City does not possess or is not the custodian of the records. <input type="checkbox"/> will require more time to process. Estimated completion date: _____. <input type="checkbox"/> will exceed \$25, requiring prepayment. Estimated amount due prior to completion: \$ _____. <input type="checkbox"/> was unable to be completed because the records are exempt under state or federal law: _____.			

FEE SCHEDULE Albany Fire Department			
Minimum research fee	\$7.00 (Includes up to 30 minutes research and ten single-sided copies)		
Additional copies per page		Electronic formats	
8.5" x 11" black & white	\$0.25 (\$0.50 for duplexed)	Each DVD, CD, or USB drive	\$5.00
11" x 17" black & white	\$0.50 (\$1.00 for duplexed)	Audio tape	\$15.00 first / \$5.00 each add'l
8.5" x 11" color	\$0.50 (\$1.00 for duplexed)	Video tape	<i>Actual cost of reproduction</i>
11" x 17" color	\$1.00 (\$2.00 for duplexed)	Maps and nonstandard documents	
Photo quality paper	<i>Additional charge</i>	<i>Actual cost of reproduction</i>	
Research fees		Electronic Searches (includes e-mail searches)	
30 minutes – 2 hours	Copy cost plus \$25 per hour	\$100 per hour, one hour minimum	
Over 2 hours	Employee cost (<i>wages plus benefits</i>)		

In all scenarios where public records are prepared for copying, research and inspection fees apply. Personal external sources used for copies of public records are prohibited. The City will provide the items for electronic format of records as specified in the table above for a fee.

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 to reproduce them.

Research fees: If a request for records requires Fire Department personnel to spend more than 30 minutes searching or reviewing records prior to copying, there will be an additional fee per hour.

Fees exceeding \$25: If fees are estimated to exceed \$25 the Fire Department will provide a written cost estimate to requestor and must receive confirmation that the requestor wants the Fire Department to proceed with the request. Cost estimates over \$25 will be paid in advance. If the actual time and cost are less than estimated, the excess will be refunded to the requestor. If the actual cost and time are in excess of the estimated cost, the difference will be paid at the time the records are produced.

Archived scanned copies: Scanned copies archived in the City of Albany Laserfiche system or other electronic records which are readily available may be sent to an email address provided by the requestor for the cost of the applicable inspection or research fee.

Electronic searches: For non-exempt public record requests including emails or other electronic records stored on any City network and not readily available, the fee is \$100 per hour for inspection, research, and copying time with a minimum one-hour charge. The information shall be provided on CD, DVD, or USB flash drive for the designated fee.

Additional charges: If a request is of such magnitude and nature that compliance would disrupt normal operation, the Fire Department may impose such additional charges as necessary to reimburse the City for actual costs of producing the records, including but not limited to excessive postage fees.

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). Property owners or patients requesting copies of their fire report, investigation records, or ambulance records will receive 30 minutes research time and up to ten single-sided copies at no charge. Additional research, copies, or electronic formats will require payment as outlined in the fee schedule.