

CITY OF PRINEVILLE
Public Records Request

Date of Request: _____

Request is for: Inspection of Public Records Copies of Public Records

Name:		
Mailing Address:		
City:	State:	Zip:
E-Mail Address:	Phone:	

Preferred Method of Contact: Mail Phone e-mail

If available, do you wish to get a certified copy of the records requested? (Additional fee applies) Yes No

PUBLIC RECORD INFORMATION
City Department which records are requested:
What records are you requesting? (Example: annual report, aerial photos, meeting minutes, correspondence, staff reports, etc.) Be specific as possible and if more room is needed attach additional sheets.
Time Frame of Documents: (July, 2013 to present, last month, date of meeting, etc.)
Please provide any additional details that will assist in quickly locating documents you are requesting:

Note:

Public records are writings containing information relating to the conduct of the public's business. Writings include handwritten, typed, photographed, electronic or otherwise recorded words, letters, pictures, sounds, symbols or combination of any of these mediums as outlined in ORS 192.410. There are numerous exceptions to the public records laws which allow a public body to refuse to disclose public records pursuant to ORS 192.501, 192.502. Public bodies are not required to create public records where none exist. Public bodies are required to make available only those records that exist at the time of request, for inspection and copying, subject to any applicable exemptions.

The City may need up to eight business days to initially respond to your request. The first contact from the City Recorder will be to advise of the estimated costs involved in fulfilling your request, which must be prepaid before any further work is performed in completing your request. No public record request will be processed without prepayment of the estimated cost. Once paid, the City Recorder will contact you: **1).** When the records you requested are ready for your review; or **2).** To provide a date when the records can be reviewed or picked up; or **3).** To advise that the request is being denied. If the City denies your request to review the public record(s), a written explanation of the reason for denial will be forwarded to you by the City Recorder within a reasonable amount of time.

Full payment of the total amount of costs incurred is required before the public records are inspected or copies are released. **YOU WILL BE REQUIRED TO PAY THE COSTS OF PROCESSING YOUR PUBLIC RECORDS REQUEST EVEN IF NO RECORDS ARE FOUND, OR IF THE RECORDS ARE EXEMPT FROM DISCLOSURE.**

Most records available for public inspection are the property of the City of Prineville. **NOTHING CAN BE ALTERED, ADDED, OR REMOVED FROM THESE RECORDS.** Photographing documents is not permitted. Allowing the inspection and/or copying of public records in the custody of the City of Prineville is not meant to waive or restrict any copyright, proprietary, confidentiality, privilege, exemption from disclosure, or other rights in said documents.

I HAVE READ AND AGREE TO COMPLY WITH THE ABOVE CONDITIONS and further agree to pay the cost of fulfilling this Public Records Request according to the conditions set forth above and as established in the fee schedule adopted by the City Council which is effect at the time my request is submitted. These costs may include the cost of locating records, reviewing records to delete exempt material, supervising the inspection of records, copying records, certifying records and mailing records, including the cost of searching for records regardless of whether staff was able to locate the requested records.

Signature of Requestor

Date

CITY OF PRINEVILLE
Public Records Request
Cost Estimate

Date Estimate Prepared:		Estimate Prepared BY:	
Estimated Staff Time/Number of Copies, CD's / Postage ⁱ	Rates per Unit ⁱⁱ	Sub-Total	Additional Comments
TOTAL ESTIMATE		\$	

THIS ESTIMATE MUST BE PAID PRIOR TO FURTHER PROCESSING THIS PUBLIC RECORDS REQUEST. ONCE THE CITY RECORDER HAS ADVISED THAT PAYMENT HAS BEEN RECEIVED, THE DESIGNATED RECORDS MANAGER WILL BE DIRECTED TO MAKE THE PUBLIC RECORDS READY FOR INSPECTION OR TO MAKE COPIES OF THE PUBLIC RECORDS, REMEMBER TO TRACK ALL TIME AND EXPENSES INCURRED IN RESPONDING TO THE REQUEST.

ⁱ Estimated staff time to locate records, separate non-disclosable records, delete confidential information, make copies, certify copies, organize, tailor or compile records. (if request is expected to take less than 10 minutes or less, there is no charge).

ⁱⁱ Per copy charge, per hour charge, etc.

For Office Use	
Payment Received by:	Date:
Date Department that Maintains Records Notified to Proceed:	

Additional Notes:

Is this a preliminary request for public records as opposed to request for information? For example, a record is something you can go find such as a report, map, deed, letter, computer printout or file, and either a copy can be made or the requester could be allowed to view it. If not public record exists, we are not obligated to create one. If this is a request for information, notify the City Recorder that no public records exist.

Does the request appear to request records which your department maintains? If not, advise that City Recorder that your department does not maintain such public records.

Is the request simple or complex? If it is complex, unusual, or requests records which appear to be exempt from disclosure, the City Attorney shall be consulted.

**ACKNOWLEDGEMENT RECEIPT
PUBLIC RECORDS REQUEST**

Date:	
Name:	
Address:	
Email:	Phone:
<i>In accordance with ORS 192.440(2), this is to acknowledge our receipt of your request dated: / / 20 for the following records:</i>	
Records Requested:	
Having reviewed your request, we are able to inform you that:	
	Copies of all request public records for which the City of Prineville does not claim an exemption from disclosure under ORS 192.410 are enclosed
	City of Prineville does not possess or is the custodian of the requested records.
	City of Prineville is uncertain whether we possess the requested record(s). We will search for the record and make an appropriate response as soon as practicable.
	City of Prineville is the custodian of at least some of the requested public records. We estimate that it will require _____ before the public records may be inspected or copies of the records will be provided. An estimate of the fee for making records available is attached, which you must pay as a condition to receiving the records.
	City of Prineville is the custodian of at least some of the requested public records. We will provide an estimate of the time and fees for disclosure of the public records within a reasonable time.
	State or Federal law as follows, prohibits the City of Prineville from acknowledging whether the records(s) exists(s).
	The City of Prineville is unable to acknowledge whether the requested records(s) exists(s) because that acknowledgement would result in the loss of federal benefits or other sanction as follows:

**DENIAL OF REQUEST FOR ACCESS TO
PUBLIC RECORD**

Date:	
Name:	
Address:	
Email:	Phone:
<i>In accordance with ORS 192.440(2), this is to acknowledge our receipt of your request dated:</i> / / 20 <i>for the following records:</i>	
In response to this request, the City of Prineville is refusing to allow inspection or copying of the records requested as specified below.	
Records Requested:	
Pursuant to ORS 192.501 paragraph:	
Pursuant to ORS 192.502 paragraph:	
This exemption applies as follows:	
This/These exemptions(s) authorize withholding of all, or specific portions of the public record. The public record to which access was requested is exempt from disclosure requirements. Therefore, the request for access as described record is denied.	
CERTIFICATION	
I certify that on the day of , 2015, I hand delivered / mailed by certified mail / return receipt requested / to _____ At, _____ the Denial of Access to Public Record(s) on which this certification appears. _____, 2015 _____ City Recorder	
Note: This decision can be appealed by filling out and delivering the enclosed Petition to Review Denial of Request to the Crook County District Attorney.	

CITY OF PRINEVILLE
Public Records Request
Final Cost Report

Date:		Prepared BY:	
Final Staff Time/Number of Copies, CD's / Postage	Rates per Unit	Sub-Total	Additional Comments
TOTAL CHARGES TO RESPOND TO PUBLIC RECORDS REQUEST		\$	
LESS ESTIMATE PAID IN ADVANCE		\$(.)	
AMOUNT DUE			

PAYABLE UPON RECEIPT:

CITY OF PRINEVILLE
ATTN: CITY RECORDER
387 NE THIRD STREET
PRINEVILLE, OR 97754

CITY OF PRINEVILLE
Petition for District Attorney's or Attorney General's Review

A petition to the Attorney General or District Attorney requesting him or her to order a public record to be made available for inspection or a copy to be produced shall be in substantially the following form, or in a form containing the same information.

Date:
Name of Requestor:
Name of Government Body:
Name or Description of Record:
Name of Public Officer or Employee and Title of Person Who Denied the Request:
Date of Original Request to Government Body:

I / we asked to inspect or make copies of the records listed above and request the District Attorney of Crook County or the Attorney General to order the City of Prineville and its employees to make the records available for inspection or produce a copy of the records listed above.

 Signature

 Signature

Petition to Crook County District Attorney: 300 NE 3 rd Street Prineville, OR 97754	Petition to Attorney General: 1162 Court Street, N.E. Salem, Oregon 97301-4096
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OR

**CITY OF PRINEVILLE
True Copy Certification**

I certify that:

I have compared the attached foregoing documents described as _____

Consisting of _____ pages with the original in this office; and

I am the Custodian of the records; and

the attached foregoing is a true and correct copy.

Dated in Prineville, Oregon this _____ day of _____, 20_____.

City Recorder