

Requestor Information:

Full Name (Printed): _____ Date of Request: _____
Mailing Address: _____
City, State, Zipcode: _____
Daytime Telephone: _____ Email Address: _____

Description of Records Requested:

Type of record requested: Police Other
Select how you would like to receive requested records: Mail Email Pick-Up

Please provide a detailed description of the records you are requesting. Be as specific as possible, and use additional sheets if necessary. If applicable, include any relevant file or case numbers. The more specific you are in describing the records, the better we will be able to locate and provide the requested information in a timely manner.

When requesting access to public records, it is important to recognize that some records may require balancing the privacy rights of individuals, governmental interests, confidentiality policies, and the public's interest in disclosure. The identity and motive of the individual requesting the disclosure may be relevant in determining whether a record is exempt from disclosure under specific conditional exemptions. Please provide a brief explanation of the purpose of your request to help assess whether the record is subject to exemption.

REQUESTOR TO READ AND SIGN UPON SUBMITTING REQUEST

I understand that every person has a right to inspect any public record of a public body in this state, except as otherwise expressly provided by ORS 192.501 to 192.505. Further, I understand that fees will be charged to reimburse the City for its actual cost in making the records available. Such calculation may include staff time, costs for summarizing, compiling, or tailoring a record to meet my request. Copies of large documents are sometimes taken to a commercial copy business. For those documents the fee will be actual cost plus staff time. I hereby request that the City of Cornelius Records Officer produce, as best to their ability, the records specified above. Payment in advance is required for charges estimated to be over \$25.00. Upon notification the record is available the City of Cornelius will only maintain the copied record for 7 business days.

Signature

Date

Public Record Request - Continued

CITY OF CORNELIUS STAFF USE ONLY

This request has been: Approved (Date): _____ Denied (Date): _____

If denied, reason(s) & initial: _____

Approved request status:

Completed at Counter (Date/Time): _____ Recipient Signature: _____

Pending (Date/Time): _____ Estimated Completion Date: _____
Estimated Cost: \$ _____ Requestor Notified of Status (Date/Time): _____
Requestor notified of status by (staff member): _____ Notified by: Mail Email

Completed after _____ days on (date/time): _____ Completed by: Mail Email
Completed by (staff member): _____

Information About Obtaining Records

- Oregon Revised Statutes (ORS) 192.430 allows the public body a reasonable time to respond to a records request. The amount of time that is reasonable will depend upon the volume of the records requested, the staff available to respond to the records request, and the difficulty in determining whether any of the records are exempt from disclosure.
- ORS 192.440 (5) authorizes the City to charge fees associated with public records requests.
- The City Recorder may coordinate the response to complex requests as described in Level 3 below.
- **Level 1 Request:** does not require a written request or payment of a fee. Requested document must be current and readily available, require no duplication, may not be subject to the Public Records Fee Schedule, and must require no additional staff time or resources to be made available. These types of documents are intended for public distribution, such as information brochures, agendas, permit applications, job applications, election-related petitions, or solicitations for public comment.
- **Level 2 Request:** must be made in writing. Requested documents are not immediately available. Request must clearly and correctly identify the document, may not require extensive staff research to locate the document, may not include more than 5 documents or 50 pages or documents that are more than one year old. Requested document must be accessible in a single department or division, may not contain sensitive, confidential, or privileged information, and must not require attorney review prior to release. Cost estimates will be provided and requestor must agree to pay before document retrieval begins. Documents are usually available within 5 business days (not including weekends or holidays). Payment due upon receipt.
- **Level 3 Request:** must be made in writing. This type of request is complex, involving multiple staff and/or departments or divisions. It involves extensive research or compilation of documents, and may require attorney review. The request also may require follow up by staff to identify what is being requested. City staff furnishes written acknowledgment that the request has been received usually within three to five business days and as soon as possible after that provides the requestor a written time and cost estimate for proceeding with the request. The requestor must submit written authorization to proceed and pay the estimated costs before any staff time is expended responding to the request.

Every attempt is made to provide the information for Level 1 Requests on the same day, Level 2 Requests within 7 days and Level 3 Requests within 21 days. The City Recorder will coordinate Level 2 and 3 requests and may request a review by the City Attorney to assess disclosure requirements of the information requested.

After the estimate is given to the requestor, the City Recorder's Office must receive written authorization from the requestor before proceeding with the records request. The requestor will be notified if costs exceed the written estimate given. In addition, a refund will be given if costs are less than estimated.

For more information, contact the City of Cornelius City Recorder:
(503) 357-9112

cityrecorder@corneliusor.gov