

**PUBLIC INFORMATION/RECORDS REQUEST**

"Public information" is defined in ORS 192.410 - 192.500 and in the Oregon Attorney General's Public Meetings and Records Manual. The sources referenced also list several limited circumstances under which a public body may decline to release certain information. Because the identity and motive of the person seeking disclosure of a particular public record may be relevant in determining whether a record is exempt from mandatory disclosure under a conditional exemption, please provide the following information:

**Requestor's Identity:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Dated: \_\_\_\_\_

Signature: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Requested Information/Record(s):** Please give a brief statement describing the requested information/record(s), being specific enough for the City to determine the nature, content and probable department within which the record(s) you are requesting might be located

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Purpose of Request:** Please give a brief statement as to the purpose of your request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

All requests for inspection or copies of City records shall be submitted to the City Recorder for response. The City Recorder's response will be pursuant to the City of Roseburg's policy for requests, inspection and copying of City Records. A copy of such policy is attached for your review. In most cases, there will be a fee charged for providing this service. Payment of the fee for meeting your request must be received prior to requested materials being released. The City Recorder will advise you of the fee required for your request.

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**RESOLUTION NO. 2000-3**  
**A RESOLUTION RESCINDING RESOLUTION NO. 99-8 AND AMENDING THE CITY OF ROSEBURG'S PUBLIC RECORDS/INFORMATION REQUEST POLICY**

**BE IT RESOLVED BY THE COUNCIL OF THE CITY OF ROSEBURG, OREGON, THAT RESOLUTION NO. 99-8 PROVIDING PROCEDURES FOR REQUESTS, INSPECTION AND COPYING OF CITY RECORDS, PROVIDING FOR REVIEW OF REQUESTS AND REQUIRING FEES FOR SUCH SERVICES AS ADOPTED BY THE ROSEBURG CITY COUNCIL ON MAY 10, 1999, IS HEREBY RESCINDED AND REPLACED WITH THE FOLLOWING:**

**Section 1. Written Requests.** Unless otherwise provided by these rules, request for inspection and/or copies of public records shall be in writing on a form prescribed by the City.

**Section 2. Procedure.**

**2.1** Requests for public records shall include the following:

- (a)** The name, address and signature of the person making the request or their authorized representative.
- (b)** A statement of sufficient specificity to determine the nature, content and probable department within which such record may be located.
- (c)** The date of such request.

**2.2** Upon receipt, the request shall be date stamped.

**2.3** The person making the request should be advised that the requested materials will not be released without the City's receipt of the fee for providing such service as prescribed by the City Manager or his designee as described in this resolution and in accordance with Roseburg Municipal Code 3.04.040. Failure to so advise the requesting party of such obligation shall not relieve the requesting party of the obligation to pay the prescribed fee.

**2.4** Written requests for inspection or copies of City records shall be submitted to the City Recorder who shall keep on file a list of fees prescribed by the City Manager or his designee for processing public records/information requests and who shall respond to all such requests.

**2.5** If the request is not complied with, a written response explaining why the City is unable to process the request shall be prepared and mailed to the requesting party.

**2.6** The City shall respond to requests for public records within a reasonable time, but in any event not more than thirty (30) days from the date of receipt. This time limit may be increased when the request is not sufficiently specific to enable location of the records or when the volume, size or location of such records makes their collection or their retrieval difficult, in which case the requesting party shall be advised of the reason for the delay.

**Section 3. Payment of Fees.** Except as otherwise provided by these rules, public records shall not be released for inspection or as copies to members of the public unless the City has received payment of the established fee for providing the same from the requesting party.

**Section 4. Fees to Reflect Costs.** When establishing the fees to be charged to the requesting party for meeting public information requests, the City Manager or his designee shall base such fees on costs the City incurs for processing the request. These costs shall include, but not be limited to, personnel costs and costs associated with materials used in processing the request.

**4.1** Personnel costs shall include, but are not limited to, employee's time spent while

locating, reviewing and copying records and supervising public inspection of records. Costs shall be at an hourly rate equivalent to the salary plus benefits (computed at an hourly rate) of each employee involved in processing the request.

**4.2** Costs for photographs, audiotapes and other non-paper materials shall be reimbursed at actual costs as determined by the City Manager or his designee.

**Section 5. Records Requested for Court Proceedings.** The City shall not charge fees for costs incurred by the City when an employee of the City, in the employee's role as custodian of the records, is a witness in a trial or other court proceeding. When the City is a party to a court proceeding and a request for copies of public records is made by a party or representative of a party to such proceeding in the course of discovery, then the cost to be charged for providing such copies shall be limited to those indicated in Section 4.2.

**Section 6. City Manager Authority.** The City Manager or his designee shall have the authority to:

- (a) waive the requirement that the request must be in on a form provided by the City;
- (b) waive fees if the request is of a one-time nature, requires copying five or less pages and involves less than one-half hour of staff time to process;
- (c) waive required compliance with this resolution in special cases where the public interest in supplying a public record free of charge outweighs the cost of furnishing the record;
- (d) establish a particular charge or fee for routinely requested documents where the charge is a reasonable approximation of the City's cost; and
- (e) periodically adjust fees to cover increased costs of providing public records and information.

**Section 7. Exemption from Fees.** The following individuals, groups or organizations shall not be charged a fee for photocopying costs or the first 1½ hours staff time required to process a public information request. If it is determined a specific request will take longer than 1½ hours staff time to process, the requesting party may ask the City Council to reduce or waive all additional fees associated with providing the requested record.

- (a) any person requesting public records pertaining to a matter which specifically affects the person is pending before the City Council or a Board or Commission of the City;
- (b) any member of the City Council or a Board or Commission of the City, other government agencies or the media; and
- (c) any crime victim requesting a copy of a police report pertaining to the crime in which they have been made a victim (applies to first copy only).

**APPROVED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING  
ON THE 14TH DAY OF FEBRUARY, 2000.**

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Sheila R. Cox, City Recorder