



CITY OF LYONS

449 5th Street
Lyons, OR 97358

Phone: (503) 859-2167
Fax: (503) 859-5167
cityoflyons@wavecable.com

PUBLIC RECORDS REQUEST

Name: _____

Phone #: _____

Address: _____

I request: inspection / copies of the following records in your office: (please be specific)
(circle one)

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 192.445, 192.447, and 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, copying and preparation, costs for summarizing, compiling, or tailoring a record to meet my request. I hereby request that the City of Lyons staff produce, to the best of their ability, the records specified above. Payment in advance is required for charges estimated to be over \$20. If the City fails to find these public records or finds that these public records are exempt from disclosure, I will still be responsible for paying the accumulated cost for the staff time spent in researching my request(s).

Signature of Requestor

Date of Request

FOR OFFICE USE ONLY

The City shall provide a response to this information request within seven (7) calendar days (ORS 192.465(2)) stating:

- ☐ The City is not in possession of the requested records;
☐ Further information is required to clarify the request. Please provide the following:

- ☐ Copies of the requested records are attached.
☐ The City is in possession of at least some of the requested records.
It will take approximately _____ to provide the records.
The estimated cost is \$ _____.
☐ It is uncertain that the City is in possession of the records.
It will take approximately _____ to search for the records.
☐ The public records requested are exempted from public disclosure under state and/or federal law, per ORS 192.410 to 192.505.

Information compiled by: _____

Date completed: _____

Number of copies made _____ x \$ _____ /size (dependent upon size) = \$ _____

Attorney review time _____ x \$ _____ /hr. (_____) = \$ _____

Staff time at \$ _____ cost/hour x _____ hours = \$ _____

Other charges: _____ = \$ _____

Total amount due: _____ = \$ _____

Costs for copies of documents are specified by City Council resolutions and ordinances as allowed by ORS 192.440(3)

SEE THE REVERSE SIDE FOR PUBLIC RECORDS REQUEST PROCEDURE

PROCEDURES FOR PUBLIC RECORDS REQUEST

1. Complete and return the Records Request form with as much detailed information as you can. For records requests, return this form to Lyons City Hall. Mailed requests should be sent to: City of Lyons, Attn. Records Request, 449 5th Street, Lyons, OR 97358.
2. The request will be stamped with the date received.
3. The City will provide a response, either written or verbal, to your records request within seven (7) calendar days. If the request is for substantial documentation, we will provide you with an estimate as to the anticipated time staff necessary to review the records and the approximate cost to compile the requested information. Written confirmation **MUST** be received that you want the City to proceed with your request within 30 calendar days of the date of our estimate. Estimates over \$20 will be paid in advance. If payment is not received within 30 calendar days of notification to the requester, the request will be considered withdrawn.
4. Any request(s) to inspect records shall be made in advance, by scheduling an appointment to afford staff the opportunity to assemble the records requested.
5. If you are requesting to inspect records at City Hall, a place will be provided for reviewing the file(s). Any pages to be copied should be marked **ONLY** with sticky notes provided by the City.
6. When your inspection has been completed, the copies will be made at that time *if staff is available*. *If staff is not available* to copy the requested pages at that time, a timely estimated date of completion will be provided. You will be called at the phone number on this form once staff has had time to copy the requested pages.