Submit form to:
City Recorder
211 2nd Street
Hood River, OR 97031
Tel: (541) 387-5212
Fax: (541) 387-5289
Email: j.gray@cityofhoodriver.gov

PUBLIC RECORDS REQUEST

The City will comply with a properly completed Public Records Requests and provide the public with reasonable opportunity to inspect records at the City offices during usual business hours. In some cases the request may be handled at the time it is made. In most cases, the City will attempt to comply with the request within five (5) business days.

Name: _____ Date of Request: _____
(Please Print)

E-mail: _____ Telephone/Fax: _____

Request is for: (CHECK ONE) Inspection: _____ Copies: _____

(NOTE: All documents will be copied by City staff. Building plans/blueprints cannot be photocopied and are not to be removed from the premises by the public.)

Records/Documents Being Requested (Please be specific):

RECORDS ***MAY NOT*** BE REMOVED FROM CITY PREMISES. NOTHING CAN BE ALTERED, ADDED OR ITEMS REMOVED THESE RECORDS. PHOTOGRAPHING RECORDS IS NOT PERMITTED. RECORDS WILL BE PROVIDED IN ACCORDANCE WITH ORS CHAPTER 192.

BILILNG RATES FOR CITY SERVICES

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. BILLING RATES ARE BASED ON TOTAL COST INCLUDING WAGES, BENEFITS, AND COST OF BUSINESS AND THE NUMBER OF HOURS WHICH CAN REASONABLY BE BILLED IN A YEAR.

I hereby agree to pay these costs. I understand that the City of Hood River Resolution 98-4 requires the City to charge an administrative fee to cover the cost of research, supervision, inspection, production and reproduction of city records requested by members of the public. Fees are payable in advance of receipt of service when practical and in advance of receipt of materials.

Signed: _____ Date: _____

*****FOR OFFICE USE ONLY*****

Date Completed: _____ Completed By: _____

Fee Paid: $_____ Receipt #: _____

NOTE: This Public Records Request is a public record and subject to disclosure under the public records laws.

FEES

Public Records Requests (ORS 192.440(4))

Research Fees: Including summarizing, compiling, tailoring, copying or certifying the records or attending document production	$42/hr. (payable in ¼-hr. increments); $13 (minimum)
Copies: CD/Thumb-drive (when equipment available) Standard sized All non-standard copies	$42 per CD/Thumb-drive $.65 per page/$1.45 per page (color) $.89 per page/$2.91 per page (color)
CAD Drawings- on Plotter	$42/hr.; $13 (minimum)
Other: Any charges from third parties, including the City Attorney, necessarily incurred by the City in responding to requests for public records shall be reimbursed	At cost
Postage: Any postage or packing charges incurred by the City shall be reimbursed	At cost

PLANNING DEPT. FEES

Public Records Requests (ORS 192.440(4))

Background Report Comprehensive Plan Vision Statement Title 16 – Land Division Title 17 – Zoning Transportation System Plan	$35 $26 $10 $33 $93 $55
Copies: CD/Thumb-drive (when equipment available) Standard sized All non-standard copies	$42 per tape $.65 per page/$1.45 per page (color) $.89 per page/$2.91 per page (color)
CAD Drawing5	$42/hr.; $13(minimum)
Research Fees: Including summarizing, compiling, tailoring, copying or certifying the records or attending document production	$58/hr. (payable in ¼-hr. increments); $13 (minimum)
Other: Any charges from third parties, including the City Attorney, necessarily incurred by the City in responding to requests for public records shall be reimbursed	At cost
Postage: Any postage or packing charges incurred by the City shall be reimbursed	At cost