

CITY OF COQUILLE  
PUBLIC RECORDS REQUEST

Office of the City Recorder  
851 North Central Blvd  
Coquille OR 97423  
(541) 396-2115  
(541) 396-2113 fax

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

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

Home Phone: (\_\_\_\_\_) \_\_\_\_\_ Business: (\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_

PUBLIC RECORDS/INFORMATION BEING REQUESTED: (Be specific, attach additional sheet if needed)

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

Do you want these records mailed or will you pick them up? \_\_\_\_\_

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 Coquille Records Officer produce, as best to their ability, the records specified above. Payment in advance is required for charges estimated to be over \$10.00.

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Date of Request

INTERNAL USE ONLY – INFORMATION TO BE COMPLETED BY CITY STAFF

This request is best handled by the \_\_\_\_\_ Department. Therefore, for purposes of processing, a copy of this request was provided to: \_\_\_\_\_ on: \_\_\_\_\_  
The schedule for this request is as follows:

Records request has been \_\_\_ approved \_\_\_ denied

Approved Request following estimated fees will be charged:

\_\_\_\_\_  
\$ \_\_\_\_\_  
\_\_\_\_\_  
\$ \_\_\_\_\_  
\_\_\_\_\_  
\$ \_\_\_\_\_  
\_\_\_\_\_  
\$ \_\_\_\_\_

Fees paid: \_\_\_\_\_ Total \$ \_\_\_\_\_  
(Date)

Request Denied based on all or part of the requested records exemption for the following reasons:

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

# Procedure for Public Records Request

---

1. Complete and return the Records Request form with as much detailed information as you can. For City Hall Records return this form to City Recorder. For Police Department Records return the form to Police Records Clerk.
2. The City will provide a written cost estimate and MUST receive confirmation that you want the City to proceed with your request. Estimates over \$10 will be paid in advance.
3. The City will contact you with the estimate and a time the records will be available for inspection. Do you wish them to be mailed or will you pick them up?
4. If you are inspecting records at City Hall you will be called with an available time to inspect the records. A place for ONE person will be provided for reviewing the files. One file at a time will be made available. When you are through with it, return it, and receive the next file. Any pages to be copied should be marked with sticky notes provided by the city.
5. When your inspection has been completed, return the last file. If staff is available the copies will be available at that time. If staff is not available to copy the requested pages at that time you will be called at the phone number on this form once staff has had time to copy the requested pages.
6. If more than one person wishes to review records at the same time, reservations must be made in advance for use of a conference room. Research fees will be charge to cover a staff person's time for remaining in the room with the files.
7. For further information refer to City of Coquille Resolution 05-2008.

## Copies:

|                                    |                                       |
|------------------------------------|---------------------------------------|
| 8.5 X 11                           | .25 per page                          |
| 8.5 X 11 Color                     | .50 per page                          |
| 11 X 14 & 11 X 17                  | .50 per page                          |
| 11 X 14 & 11 X 17 Color            | 1.00 Per page                         |
| Police Reports                     | 1.00 Per Page                         |
| Accident report                    | 5.00                                  |
| Police Log Weekly                  | \$15.00 or \$1 per page               |
| Electronic Format:                 |                                       |
| CD/DVD readily available           | \$10.00                               |
| Electronic Searches of City Server | \$10.00 + \$100 per hour research fee |
| Nonstandard Documents              | Actual cost to reproduce              |

## Research Fees:

|                       |                              |
|-----------------------|------------------------------|
| Up to 15 minutes      | Copy cost only               |
| 15 minutes to 2 hours | Copy cost +\$25 per hour     |
| Over 2 hours          | Employee costs plus overhead |