



PUBLIC RECORDS REQUEST FORM
Please complete this form to request a public record.

Name: _____ Phone: _____

Address: _____ Email: _____

How would you like to receive these records? Email Mail Pick-up at City Hall

Note: Police Records will not be sent by email and need to be picked-up at the Police Department.

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

REQUESTOR TO READ AND SIGN UPON SUBMITTING REQUEST

Every person has a right to inspect any public record of a public body in this state, except as otherwise expressly provided by Oregon Revised Statutes 192.338, 192.345 and 192.355. Fees will be charged to reimburse the City for its actual costs in making the records available. Such calculation may include staff time, costs for summarizing, compiling, or tailoring a record to meet the request. **I request that the City of Eagle Point produce the records specified above.**

NOTE: This request will be responded to within a reasonable period of time and in accordance with state laws. If the estimated charges are over \$25.00, the City Recorder will notify you of the estimated cost.

Signature of Requestor

Date of Request

Records Requests Fees

8.5 x 11 Photo Copy: \$.25 per page
8.5 x 11 Color Photo Copy: .50 per page
11 x 17 Photo Copy: .50 per page
11 x 17 Color Photo Copy: \$1.00 per page

CD/DVD: \$5.00
Research Time: Employee cost plus overhead.

Submit this form to:

Cindy Hughes, City Recorder
17 Buchanan Avenue South
P.O. Box 779
Eagle Point, OR 97524
Fax: (541) 826-6155
Email: CindyHughes@cityofeaglepoint.org