CITY OF GATES

101 Sorbin Ave W, Gates, OR 97346

### PUBLIC RECORDS REQUEST FORM

Making a Public Records Request

A request for public records that are in the custody of the City of Gates may be made by submitting a written request to:

City of Gates, Attn: City Recorder

101 Sorbin Ave W

Gates, OR 97346

or by email: ctygtes@wbcable.net

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

Requestor’s Name (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

 (If request is made via email, no signature required)

Detailed Description of Record(s) Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please check all that apply:

Estimated # of copies: \_\_\_\_\_ Records inspection ONLY: \_\_\_\_\_

Scan to email: \_\_\_\_\_ Request waiver of fees: \_\_\_\_\_\_\_

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

Amount Enclosed: \_\_\_\_\_\_\_\_\_\_\_

(See Attached Schedule of Fees)

For city use only

Date Request Received: \_\_\_\_\_\_\_\_\_\_\_\_\_ Received by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Reply: \_\_\_\_\_\_\_\_\_\_\_ Waiver of fees: Granted \_\_\_\_\_\_\_ Denied \_\_\_\_\_\_\_

**SCHEDULE OF FEES**

(These fees have been established by Resolution No. 21-07)

Copy-Page Supplied: $ .40 each copy, one-sided, regardless of size.

## Copy-Page Retrieved Non-Archived Record:

##  $ .75 each copy, one-sided, regardless of size.

 Email/Scan Non-Archived Record: $5.00 flat rate.

Archived Public Record Request Retrieval $30.00 hour, in quarter hour increments plus $.40 per copy page.

The Zoning Ordinance $25.00

The Comprehensive Plan $25.00

##### Faxing - Outgoing $3.00 for the first page/ 1.00 for additional pages

Faxing – Receiving $ .40 each page

## Research Requests Requiring Attorney/City Planner/Engineer Assistance:

##  Actual Staff & Contract Staff Costs

## Photographs/Audio Tapes/Non-Paper/Oversize Materials: Actual Cost

 Appeals Transcript Fees: The fee shall be determined based on $.40 per page rate for the copying, and personnel costs as an hourly rate equivalent to the salary plus benefits (computed at an hourly rate) of each employee involved in the preparation of the transcript. The total cost of the transcript shall not exceed $500.00.

Except as otherwise provided by these rules, public records shall not be released for inspection or as copies to members of the public or city staff or officials unless the city has received payment of the established fee from the requesting party. 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 described in this resolution. Failure to so advise the requesting party of such obligation shall not relieve the requesting party of the obligation to pay the prescribed fee.

Exemption from Fees and Fee Reductions:

 The following individuals, groups or organizations shall be exempt from the fees prescribed for providing public records, and other service fees may be reduced as outlined in Section 1 - Fee Schedule:

Any member of the city council, city staff, or a board or commission of the city, other government agencies or the media, unless it is for a personal reason; and

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.

 City Recorder Authority. The City Recorder or designee shall have the authority to:

Waive the requirement that the records request must be in writing or on a form provided by the city;

Waive or reduce fees and waive required compliance with this resolution when it is determined appropriate.