

CITY OF SCOTTS MILLS

PUBLIC RECORDS REQUEST FORM

Anyone has the right to request copies of and inspect any public record except as otherwise expressly provided by ORS 192.311 to 192.431. The City shall acknowledge or complete public record requests within five (5) business days of written receipt. If your public record request is denied, specific reason(s) and appeal rights will be given by fax, email, or letter. ORS 192.324 authorizes a public body to establish fees to reimburse for costs associated in making public records available. You will be advised of the fee required for the request. **Payment of the fee must be received prior to the requested material being released.**

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

**\*\*PLEASE READ\*\***

Name: \_\_\_\_\_ Have you already contacted someone within the

City about  
Address: \_\_\_\_\_ this request? Yes No  
City/State/Zip: \_\_\_\_\_

Name: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ Title: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Are these records pertaining to a case that is  
currently open such as Code Enforcement case?  
Yes No

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

**Address/Description of records requested (please be as specific as possible):** \_\_\_\_\_

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

This form may be submitted to:  
City of Scotts Mills  
Robin Fournier, City Manager  
Records Administrator  
265 4<sup>th</sup> Street  
PO BOX 220  
Scotts Mills, OR 97375  
(503) 873-5435  
Email: [clerk@scottsmills.org](mailto:clerk@scottsmills.org)

# FEE SCHEDULE

The City's nominal fees for search, review, release and copying of any public record, including photographs, are as follows:

1. Copies of public records are \$0.10 per page for letter size copies and \$0.25 per copy for legal size copies. Double-sided copies count as two (2) pages. If a request is for a certified copy of a record, the requester will be charged an additional \$4.00 per record.
2. Charges for tape recordings and other electronically stored materials will be calculated based upon the actual cost of the tape, computer disc, etc., plus the time required to make the copy, computed as provided in paragraph Section 3 of this fee schedule.
3. If a request for City records requires personnel to spend more than 15 minutes collecting or reviewing the requested records prior to their release or copying, the requester will be billed at the rate of \$7.50/quarter hour for each staff member involved, with a minimum of one half hour (\$15.00) charge. The total staff time to collect and review the requested records will be estimated by the City, and the estimated fee must be deposited with the City before City personnel will begin collecting, reviewing or copying the requested records. If the amount of time involved is less than estimated, the excess deposit shall be refunded to the requester. If the actual cost exceeds the deposit, the difference must be paid by the requester before the requested documents will be provided. The actual costs of research will be billed to the requester even if City personnel are unable to locate the requested records, or the City determines that the requested records are exempt from disclosure under the Public Records Law.
4. A change in the format of a record (for example, paper records scanned and saved onto a disc) will be billed for actual time it takes to convert the record to a new format, plus any additional costs associated with the change in format. Staff time will be computed as provided in Section 3 of this Fee Schedule. Changes of format calculated to address the requirements of the Americans with Disabilities Act will not incur any additional charge.
5. The City may furnish records without charge or at a substantially reduced fee if the City determines that the waiver or reduction of fees is in the public interest because making the record available primarily benefits the general public.
6. If a request is of such size, complexity, or nature that compliance would disrupt the City's normal operation, separate arrangements will need to be made prior to such a release of records in accordance with advice from legal counsel.
7. If the request requires advice from the City's attorney, the requester will be billed for the actual cost to the City of the time spent by the City's attorney to review, redact and segregate the records. The City will not charge a requester for time spent by the City's attorney in determining the application of the Public Records Law to the request.

8. If the estimated fee to respond to a request is more than \$25.00, the City will provide a written cost estimate to the requester and will take no further action until the City receives confirmation that the requester wants the City to respond to the request and agrees to pay the applicable fees.

At no time will original records or photographs of the City be removed from the City's files or from the place of regular record retention. Original City records and/or photographs may not be reviewed unless City personnel are available to oversee that review. The charge for City personnel time for monitoring an in-person review of City records will be computed as provided in Section 3 of this fee schedule.



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