



DUNES CITY • 82877 Spruce St. • Phone: (541) 997-3338
PO Box 97, Westlake, OR 97493 • Fax: (541) 997-5751

PUBLIC INFORMATION / RECORDS REQUEST FORM

(Please print all except signature)

"Public information" is defined in ORS 192.410 -192.500 and in the Oregon Attorney General's Public Meetings and Records Manual. The sources referenced also list several limited circumstances under which a public body may decline to release certain information.

Because the identity and motive of the person seeking disclosure of a particular public record may be relevant in determining whether a record is exempt from mandatory disclosure under a conditional exemption, please provide the following information:

Name: _____ Date: _____

Address: _____ E-Mail: _____

Phone: Home: _____ Work: _____ Cell: _____

Requested Information / Record(s): Please give a brief statement describing the requested information / record(s), being specific enough for the City to determine the nature and content of the record(s) and where such records may be located: _____

Purpose of Request: Please give a brief statement as to the purpose of your request: _____

All requests for inspection or copies of City records shall be submitted to Dunes City Hall for response. Response will be pursuant to Dunes City policy for honoring such requests for inspection and copying of City records. A copy of such policy is available for your review. In most cases, there will be a fee charged for providing this service. Payment of the fee must be received prior to the release of the requested materials. You will be advised by City Staff of the fee required for your request.

There will be a \$25.00/hr (prorated) fee with a \$5.00 minimum, for requests requiring investigation or research by staff. (Photocopy charges in conjunction with investigation shall be \$0.10/page). Requests requiring attorney review or assistance will be charged at the same rate the City is charged for attorney time.

Photocopy charges without research: regular 8 ½ x 11, and legal 11 ½ x 14: \$0.25/page, 11x17 inch: \$0.50/page.

Signature: _____

For use by Dunes City Staff only

Date Processed: _____ Other Charge: _____

of copies: _____ Total Paid: _____

Staff Time: _____ Hours @ _____ City Official: _____