



## Public Records Request Form

Name of Requestor: \_\_\_\_\_  
Please Print

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

City/State/Zip: \_\_\_\_\_ Phone/Fax #: \_\_\_\_\_

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

How would you prefer to have this request fulfilled?

- |  |   |
|--|---|
| <input type="checkbox"/> I would like to inspect the records | <input type="checkbox"/> I would like photocopies made and mailed |
| <input type="checkbox"/> I would like electronic copies sent | <input type="checkbox"/> I would like photocopies made to pick-up |

Will this information be used for commercial purposes?  Yes  No

Is this your first request for this information?  Yes  No

If not, please specify date and nature of previous requests: \_\_\_\_\_

Please include the following when describing the records requested, to the extent known and with as much detail as possible:

- Dates (start to end)      Title      Subject matter
- Type of Document (reports, correspondence, etc.)
- Address of any real property involved

Description:

**Use the back of this sheet if more room is needed. Please attach any additional background information that will help City staff locate represented records.**



ORS 192.440(3) authorizes a public body to establish fees to reimburse for actual cost in making public records available. The actual cost may include: a charge for the time spent by the public body staff in locating the public records; reviewing the records in order to delete exempt material; copying records; certifying documents as true copies; or sending records by special methods such as express mail. The Seneca City Council adopted Resolution No. 08-18, establishing a system of recovering City expenses incurred in responding to public documents and records requests.

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

\_\_\_\_\_  
Date Submitted