



RESOLUTION 08-18

A RESOLUTION ADOPTING RECORDS REQUEST FEES AND PROCESS

WHEREAS the City Council for the City of Seneca, has determined that it is in the interest of the City of Seneca to be compliant with ORS Chapter 192: Records; Public Reports and Meetings;

WHEREAS the City of Seneca has determined that it is the custodian of public records that any person has the right to inspect and that per ORS 192.324, has to provide said person a copy of or opportunity to inspect said records following a written request specifying the information requested;

WHEREAS an appropriate request form needs to be established and adopted (Exhibit A);

WHEREAS the City Council of the City of Seneca has determined that per ORS 192.324 (4) an appropriate fee schedule be adopted for the purpose of granting records requests and will be applied to any and all documents:

Title of Fee	Fee Rate	Title of Fee	Fee Rate
Copies per page (8.5x11)	\$0.10	Archive Retrieval Fee	\$20.00
Copies per page (8.5x14)	\$0.25	Staff Time (< 30 minutes)	0
Scanning fee per page	\$0.25	Staff Time (> 30 minutes)	Hourly Rate
Faxes up to 5 pages	\$1.00	Certified Copies – per doc	\$5.00
Faxes exceeding 5 pages (per page)	\$0.25	Summarization Fees (available upon request)	Hourly Rate
Certified Mailing	Postage	Map Copies (full-size)	cost

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Seneca that the above noted policies, request form and rates are adopted as:

- Implementation of ORS Chapter 192 in regards to Public Records Requests,
- Adoption of a Public Records Request form (Exhibit A),
- Adoption of appropriate records request fees.

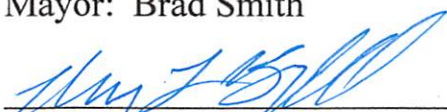
This Resolution shall become effective immediately upon signing and adoption.

ADOPTED by the common council this 11 day in the month of SEPTEMBER in the year 2018.



Mayor: Brad Smith

Attest:



City Manager/Recorder: Raamin Burrell



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?

- I would like to inspect the records I would like photocopies made and mailed
 I would like electronic copies sent 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