Public Records Request and Discovery

## West Linn

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22500 Salamo Road

West Linn, OR 97068

503.657.0331

**Submit request to:** City of West Linn, Fax: 503.650.9041 or E-mail: CWL\_Records@westlinnoregon.gov

Name:

Address:

City/State/Zip:

Phone:

E-mail:

*Preferred method of contact:* [ ]  Mail [ ]  Phone [ ]  E-mail

Please describe the purpose of your request, to the extent known and with as much detail as possible; include Case number, Date of Incident, and Name of Parties Involved: *(Attach additional sheet if needed)*

*Please check how you would like to receive the requested documents:* [ ]  Review at City Hall [ ]  Pick UP [ ]  Email [ ] US Mail

**REQUESTOR TO READ AND SIGN UPON SUBMITTING REQUEST**

Every person has a right to inspect any public record of a public body in this state, except as otherwise provided by ORS 192. Please understand that the documents or records requested may not be immediately available for review and that an appointment to review the documents or records may be necessary. There may be a cost for the research time to retrieve the requested records and costs for duplication of requested documents. If research time is required, the requestor will be notified of the estimated cost prior to retrieving the documents or records. Prepayment for research time and copies may be required. Any documents or records made available for review will be disassembled by city staff. Copies may be made by the requestor directly, through digital means, such as digital photography or a city supplied flash drive. Please note, the city will not create a new document in response to a records request. I understand that by typing my name below and electronically submitting this request I will be adopting it as my signature and understand these terms.

Requestor:

Date:

 # Copies made:     $

Research fee and other media or materials

*(See next page and fee schedule for costs)* Length of time:      ­­­­­­­ $

Additional Charges: \_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ADDITIONAL CHARGE TOTAL $

TOTAL DUE $

Approved Date:

Denied Date:

Reason:

### FOR INTERNAL USE ONLY

Department: [ ]  Building & Planning [ ]  City Recorder [ ]  Engineering [ ]  Finance [ ]  Other

#### INSTRUCTIONS FOR REQUESTING PUBLIC RECORDS \*

1. Requests must be in writing using the form provided. Please note, the City will not create a new document in response to a records request.

2. Submit requests to the City Recorder West Linn, 22500 Salamo Road, West Linn Oregon, 97068, or by fax at 503.650.9041, or by email at CWL\_records@westlinnoregon.com. For Police records, submit requests to the Police Department, 1800 8th Avenue, West Linn Oregon, 97068, <https://westlinnoregon.gov/police/file-police-department-public-records-request>, or by fax at 503.742.8639.

3. The City shall respond to all requests as soon as practical and without unreasonable delay. Generally, responses will be made within five (5) business days or, if more time is needed for a full response, within seven (7) business days.

4. If inspection of documents is preferred over copies, such inspection shall occur during normal business hours. An acceptable inspection time and place will be arranged between the requestor and the staff person. Space is provided for up to two persons to inspect records per request.

5. The City will submit a cost estimate to the requestor to provide the requested documents, including copying charges, research time (if required), and separating exempt from non-exempt materials.

6. If the estimated cost is $35 or more, the City shall require a deposit for the full amount of the estimate before fulfilling the request. If the actual cost exceeds the estimate, the City will not release the documents until the fee is received in full.

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 **Public Records Request services:** **Fee**

Photocopying/PDF creation records service–first page up to 10 pages Free

Photocopying/PDF creation records service – over 10 pages See per page photocopying fees below

Records research fee: Staff hourly wage, plus benefits (first 30 minutes free)

 $100/hr. for incurred legal research costs

CD Duplication (per event/meeting, and or documents) $20 and $15 for each additional

City Budget, City Audit, or City CIP document Available on City’s Finance Page & Printed Copies available for review at ACC, Library, & City Hall

**Photocopying, Printing, PDF Creation, Scanning and Faxing Fees Per page fee**

8.5” x 11” (per page charge) $0.25

8.5” x 14” (per page charge) $0.30

11” x 17” (per page charge) $0.35

**Non-sufficient Funds (NSF) Charge** **Fee**

Relating to returned payments for NSF (pursuant to $25

West Linn Code Section 4.015 and 4.235)