



PUBLIC RECORDS REQUEST

REQUESTOR INFORMATION:

Date of Request: _____

Request is for: Inspection of public records

Copies of public records

Name: _____ Daytime Phone: _____

Mailing Address: _____

City, State, Zip: _____

Email address: _____

Preferred method of contact: Mail Phone E-mail

If available, do you wish to get a certified copy of the public records requested?

Yes No **[Please note that there will be additional charges for this service]**

RECORD TYPE (Check all that apply):

- Architectural/Structural Plans
- Building Permit Records
- Planning Records
- Public Works Records
- Backflow Records
- Council Meeting Records
- Other: _____
- Site Plan
- Inspection Records
- Code Enforcement Records
- Engineering Records
- Request for Proposal (RFP)
- Ordinances or Resolutions
- Development Applications
- Certificate of Occupancy
- Airport Records
- Geotechnical Report
- Finance Records
- Police Records

Please describe the materials you are requesting in as much detail as possible - property address; permit or application numbers; time frame; project name; owner's name; etc.

COPY FORMAT:

- Scan to PDF (if available)
- 8 1/2" x 11" paper copy
- Full-size blueprints
- CD

Public records are writings containing information relating to the conduct of the public's business. Writings include handwritten, typed, photographed, electronic or otherwise recorded words, letters, pictures, sounds, symbols or combinations of any of these mediums (See ORS 192.410). There are numerous exceptions to the public records laws which allow a public body to refuse to disclose public records (See ORS 192.496, ORS 192.501, and ORS 192.502). Public bodies are not required to explain or answer questions about their public records, nor are they required to create public records where none exist. Public bodies are required to make available for inspection and copying, subject to any applicable exemptions, only those records that exist at the time of the request.

The City may need up to eight business days to initially respond to your request. The first contact from the City Recorder's Office will be to advise of the estimated costs involved in fulfilling your request. These estimated costs must be prepaid before any further work is performed in completing your request. No public record request will be processed absent prepayment of the estimated cost. Once prepayment is received, staff will contact you (1) to advise that the records you requested are ready for your review; or (2) to provide a date when the records can be reviewed, picked up, emailed, or mailed; or (3) to advise that the request is being denied. If the City denies your request to review the public record(s) or obtain copies, a written explanation of the reason for denial will be forwarded to you by the City Recorder within a reasonable amount of time.

Full payment of the total amount of costs incurred is required before the public records may be inspected or before any copies are released. **YOU WILL BE REQUIRED TO PAY THE COSTS OF PROCESSING YOUR PUBLIC RECORDS REQUEST EVEN IF NO RECORDS ARE FOUND, OR IF THE RECORDS ARE EXEMPT FROM DISCLOSURE.**

Most records available for public inspection are City of Salem property. **NOTHING CAN BE ALTERED, ADDED, OR REMOVED FROM THESE RECORDS.** Photographing documents is not permitted. Allowing the inspection and/or copying of public records in the custody of the City of Salem is not meant to waive or restrict any copyright, proprietary, confidentiality, privilege, exemption from disclosure, or other rights in said documents.

I HAVE READ AND AGREE TO COMPLY WITH THE ABOVE CONDITIONS and further agree to pay the costs of fulfilling this Public Records Request according to the conditions set forth above and as established in the fee schedule adopted by the City Council in effect at the time my request is submitted. These costs may include, but are not limited to, the cost of locating records (regardless of whether staff was able to locate the requested records), reviewing records for exempt material, supervising the inspection of records, copying records, certifying records and mailing records.

Signature of Requestor

Date