



Public Records Request Form

PRICES: SEE ATTACHED FEE SCHEDULE

Oregon Public Records Law grants every person the right to inspect any public record of a public body in this state (unless exempt from disclosure) within FIVE (5) business days from the date of receipt of this request. You will be contacted by telephone when your documents are ready.

Date of Request: _____

I, _____, am requesting the following public record(s) from the City of
(print name)
Lafayette:

Please be specific.

1. _____
2. _____
3. _____
4. _____

I understand ORS 192 contains exemptions to the public records law and authorizes the City to adopt reasonable rules necessary to protect the records and permit the custodian of public records to carry out regular duties. Upon receipt of this written request, I understand that the City will determine whether the requested record is exempt from disclosure within 7 business days. If a longer delay is expected, staff will advise the applicant.

Signature

Address

Phone Number

For Department Use Only:

Date Rec'd: _____ by _____

Date Responded to request: _____ by _____ Time Spent: _____

Contacted on _____ by _____