

CITY OF LINCOLN CITY PUBLIC RECORDS REQUEST FORM

REQUESTER INFORMATION	
Name of Requester:	
Business Name:	
Mailing Address:	
Phone No.:	Fax No.:
Email:	
Please describe the materials you are requesting in as much detail as possible, which may include the following information:	
*Subject Property Address *Record Type *Date Range *Subject Matter or Title of Document	
I request the following records (please print clearly):	
FOR STAFF USE ONLY	
Date/Time of Request:	SUBMIT FORM TO: CITY RECORDER
Date to Dept.:	<i>PO Box 50</i>
Date Dept. Cmpl.:	<i>801 SW Hwy 101</i>
Date Notified:	<i>Lincoln City, OR 97367</i>
Date Picked up/mailed/emailed:	Or Fax to: 541-994-7232
Staff Time involved _____ Hrs. _____ Min.	Or Email to: cityrecorder@lincolncity.org
_____ Number of Photocopies @ \$_____ Each	Total Due _____
_____ Number of Audio Tapes, CD's or DVD's	Date Paid _____ GL-111-000-4601910

Oregon Public Records Law grants each person the right to inspect and /or copy the records of a public body (unless exempt from disclosure). City staff will contact you as soon as practical, and without undue delay, upon receipt of this request.

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 192.345, and ORS 192.355). 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 will acknowledge your public records request within five business days of receipt of your request. The acknowledgment will include: (a) Confirmation whether or not the City is the custodian of the requested record, if known; or (b) A statement that the City is uncertain whether the City is the custodian; and/or a request to clarify the records sought.

The City will send you a cost estimate as soon as practical. The estimated costs must be prepaid before any work is performed on completing your request. You are responsible for all costs incurred by the City in fulfilling your request which may exceed the initial cost estimate.

Within ten (10) business days from the deadline to acknowledge the request, (fifteen (15) business days total), staff will contact you; (1) to advise that the records you requested are ready to be released or ready for your inspection; (2) to provide a date when the records will be ready for inspection or release; or (3) to advise that the request is being denied. If the City denies your request, a written explanation of the reason for denial citing applicable exemptions, will be forwarded to you by the City Recorder within a reasonable amount of time.

In all cases, the time for City acknowledgment or completion of a records request is suspended until the deposit is received or a response to a request to clarify a records request is received

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 property of the City of Lincoln City. **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 Lincoln City 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 Requester

Date

Print Name