



City of Dayton
 City Recorder's Office
 416 Ferry Street - PO Box 339
 Dayton OR 97114
 (503) 864-2221 - Fax (503) 864-2956

Date/Time Stamp:

Oregon Public Records Law grants each person the right to inspect the records of a public body (unless exempt from disclosure). City staff will contact you within 72 hours of receiving this request.

PUBLIC INFORMATION/RECORDS REQUEST FORM

The definition of Public Records and the rules regarding their release are set forth in ORS 192.410 through 192.505 and in the Oregon Attorney General's Public Meetings and Records Manual. Although public records are usually disclosable, there are a number of limited circumstances under which a public body either must or may decline to release certain information.

Requested Information/Record(s): Please give a brief statement describing the requested information/record(s), being specific enough for the City to determine the nature, content and probable department within which the record(s) you are requesting may be located:

Requestor's Identity:

Name: _____

Mailing Address: _____

Phone Number: _____

Signature: _____

PRICES:

Photocopies:

Black & White .25 cents per/page

Color .50 cents per/page

Electronic Format:

CD, DVD, VHS \$5.00 per/disk

Research Fees: \$10.00 per 1/2 hour

Up to 30 minutes: Cost of Copies or \$10.00

Over 30 minutes: \$10.00 per 1/2 hour

Plus the cost of copies

Staff may handle routine requests where a specific document charge exists, other information will not be released without the City Recorder or City Manager's signature below. More complex written requests, or requests that may involve statutory exemptions from disclosure shall be submitted to the Attorney for response.

In most cases, there will be a fee charged for providing this service. Upon request, or if the charge will exceed \$10.00, the City may make an estimate of the charges, and a deposit in that amount will be required before processing the request. *Payment of the fee for meeting your request must be received prior to the requested materials being released.*

 City Recorder

 Date

 City Manager

 Date

For City of Dayton Use

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