



# PUBLIC INFORMATION RECORDS REQUEST

City of Dayton

City Recorder's Office  
416 Ferry Street - PO Box 339  
Dayton OR 97114

503-864-2221 Office - 503-864-2956 Fax  
www.daytonoregon.gov

Under state law, every person in Oregon has a right to inspect any nonexempt public record. To request a public record from the City of Dayton, send this form to cityofdayton@daytonoregon.gov or drop the form off at City Hall.

**Requested Information/Record(s):** Please give a 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:

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How do you want the requested information delivered to you?: (Check all that apply)  
 Paper  CD  16 GB USB Drive  
 Fax  Email  Mail  Pick up at City Hall  Make an appointment to view at City Hall

**Requestor's Identity:**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_

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 City's Attorney for response. Attorney research costs are based on the actual cost billed by the City's Attorney.

In most cases, there will be a fee charged for providing this service. Upon request, the City may make an estimate of the charges, and a deposit in that amount will be required before processing with the request.

**Payment must be received prior to the requested materials being released.**

\_\_\_\_\_  
Staff Signature  City Recorder  City Manager \_\_\_\_\_  
Date

**For City of Dayton Use**

Copies:	Staff Time:	Estimated Deposit:
Delivery Costs/Media:	Request Level: 1 2 3	Total Amount:

Costs: Photocopies: B&W \$.25 per/page Color \$.50 per/page	Faxing: \$.50 per/ page	Media Supplied: CD \$5.00 USB Drive \$10.00	Research Fees: \$60 for the first hour \$15 for each additional 15 minutes
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## City of Dayton Public Records Request Policy

The City of Dayton's procedure for records request comply with the Oregon Public Records Law, ORS 192.420. Exempt records will be determined by the City's Attorney's Office.

### Section 1. Right to Inspect Public Records.

ORS 192.420 give every person the right to inspect any non-exempt public record held by a public body. Requests for such City records must be made under the Oregon Public Records Law and in accordance with this policy.

**Section 2. Written Requests.** All requests must be made in writing [ORS 192.440(1)].

**Section 3. Levels of Requests and Staff Response.** The purpose of this policy is to help provide accurate records to the public in reasonable time. In order to accommodate the purpose of this policy, levels of requests have been established.

**Level 1 Request.** Requested records must be current and accessible, require no duplication, are not subject to the record request fees in the City's Fee Schedule, and must require no additional staff time or resources to be made available.

**Level 2 Request.** Requested records are not accessible, but can be made accessible with no more than 30 minutes of staff time. Level 2 requests can be made to the public records officer for departments as specified in Section 4 C. Requested records must be located in a single department and readily accessible. Records requiring attorney review are Level 3.

**Level 3 Request.** This type of request is complex, involves multiple staff and/or departments, or requires more than 30 minutes of staff time. It may involve extensive research or compilation of records. Any requests requiring legal review fall under this section.

### Section 4. Procedures.

- A. Requests for public records must include: name, address, sufficient contact information, date of the request, and a detailed description of the requested records including year of creation or range of dates. If electronic records are requested, keywords must be sufficient to locate the requested records.
- B. Except as otherwise provided by these rules, public records will not be released for inspection or copies provided to the requestor unless the City receives payment of the required estimated fee from the requesting party.
- C. Written requests for inspection or copies of city records must be submitted, on the City's form, to one of the following or designees for processing: The City Recorder for general City records, the court administrator for court records or designees. If the City needs additional information or clarification, staff will contact the requestor.
- D. If the City is unable to comply with a request, a written response explaining why the City is unable to process the request will be sent to the requesting party.

### Section 5. City Response.

The City shall follow timelines as required under ORS 192.

- A. Within five business days the City will acknowledge all records requests.
- B. As soon as reasonably possible, but not later than 10 business days after the date by which a public body is required to acknowledge receipt of the request under ORS 192.440, the City shall;
  - i. Complete its response to the public records request; or
  - ii. Provide a written statement that the City is still processing the request and a reasonable estimated date by which City staff expects to complete its response base on the information currently available.

### Section 6. Appeal.

The person who has submitted a written public records request in compliance with City policy may seek review of the following, in the same manner as a person petitions when inspection of a public record is denied under ORS 192.410 to 192.505:

- A. The failure of a public body to provide the response required by ORS 192 within the proscribed period. A failure of the public body to timely respond shall be treated as a denial of the request unless the public body demonstrates that compliance was not required.

- B. An estimate of time provided by a public body – if the person believes that the estimated timeframe for the response is unreasonably long and will result in undue delay of disclosure.
- C. Any other instance in which the person believes that the public body has failed to comply with ORS 192.
- D. The district attorney and the court have the same authority with respect to petitions under this section as when inspection of a public record is denied.

#### **Section 7. Fees.**

- A. Fees for public records requests are set by resolution through the City's Fee Schedule process.
- B. Once receipt of a public records request has been acknowledged, staff will prepare a cost estimate reflecting the cost of City staff time and materials required to make the records available. Cost estimate will include costs of summarizing, compiling, or researching the public records request. The City will require a deposit in the full amount of the estimated costs before expending additional City Resources on the request. City Staff will begin work on the request only upon receipt of the deposit. If the actual cost of completing the request exceeds the estimate, the City will not release records until the City's actual costs are received in full. If the actual cost of responding to the request is less than the estimated cost, then the balance of the deposit will be refunded promptly. The payment will be in the form generally accepted for City purchases.
- C. A person requesting a waiver or deduction of fees must file a written request and include the requestor's name, address, basis for the request and whether the requestor can demonstrate benefit to the general public. The city may consider the requestor's ability to pay and any financial hardship on the City that would arise from granting a waiver. Any requestor disabled within the definition of the Americans with Disabilities Act may also apply for a waiver or reduction of fees if any of the cost of complying with the request is due to the requestor's disability. Level 1 or Level 2 requests by the news media will be made available without charge. Any request at a Level 3 may be charged in accordance with the City's Fee Schedule. The decision of the City Manager or designee on any fee waiver or reduction is final.

#### **Section 7. Inspection of Records.**

- A. Inspection of records will occur during regular City business hours, by appointment. All records shall be inspected at the City of Dayton's place of business. A person making a public records request may personally inspect the requested records, but the right to inspect records does not include the right to access file cabinets or the right to disassemble or change the order of records in files or binders. Original records may not leave the custody of the City. A City staff member must be present while any records are inspected to ensure protection of the records. If any person attempts to alter, remove, or destroy any record, the City staff shall immediately terminate review and notify the city manager.
- B. If the City maintains copyrighted material, the City will permit the person making the request to inspect the copyrighted material, and may allow limited copying of such material if allowed under Federal copyright law. The City may require the requestor to obtain written consent from the copyright holder before allowing copying of such materials.

#### **Section 8. Closing of the Request.**

- A. Response to a public records request is complete when the City:
  - i. Provides access to copies of all requested records within the possession or custody of the City that are not exempt from public disclosure, or explains where the records are already publicly available;
  - ii. Asserts any exemptions from disclosure that the City believes apply to any requested records and, if the public body cites ORS 192.502(8) or (9), identifies the state or federal law that the City relied on in asserting the exemptions;
  - iii. Complies with ORS 192.505;
  - iv. To the extent that the City is not the custodian of records that have been requested, provides a written statement to that effect;
  - v. To the extent that state or federal law prohibits the City from acknowledging whether or a requested record exists would result in loss of federal benefits or imposition of another sanction, provides a written statement to that effect, citing the state or federal law that the City relies on, unless the written statement itself would violate state or federal law;
  - vi. If the City asserts that one or more requested records are exempt from public disclosure, includes a statement that the requester may seek review of the City determination pursuant to ORS 192.450, 192.460, 192.470, 192.480 and 192.490.