
[Date Stamp & Time]

TO: City of Hubbard

RE: Public Records Request

This is a request to review public documents or records of the City of Hubbard pursuant to the Public Records Act and the City of Hubbard's Resolution No. 364-2003. I understand that the documents or records requested may not be immediately available for my review and that I may need to make an appointment to review the documents or records. I acknowledge that there may be a cost for the research time to retrieve the requested documents or records, and that there is a cost for obtaining copies of documents or records. If research time is required, I understand I will be notified of the estimated cost prior to retrieving the documents or records. I also understand that prepayment for research time and copies may be required.

I acknowledge that any documents or records made available to review must not be disassembled and must be left intact, and that I cannot make copies myself.

The documents or records I would like to review are:

(Attach additional sheet if needed)

Respectfully submitted,

Requester's Signature

Street Address

Requester's Name (Please Print)

City / State / Zip

Business Name (if applicable)

Daytime Phone No. / Fax

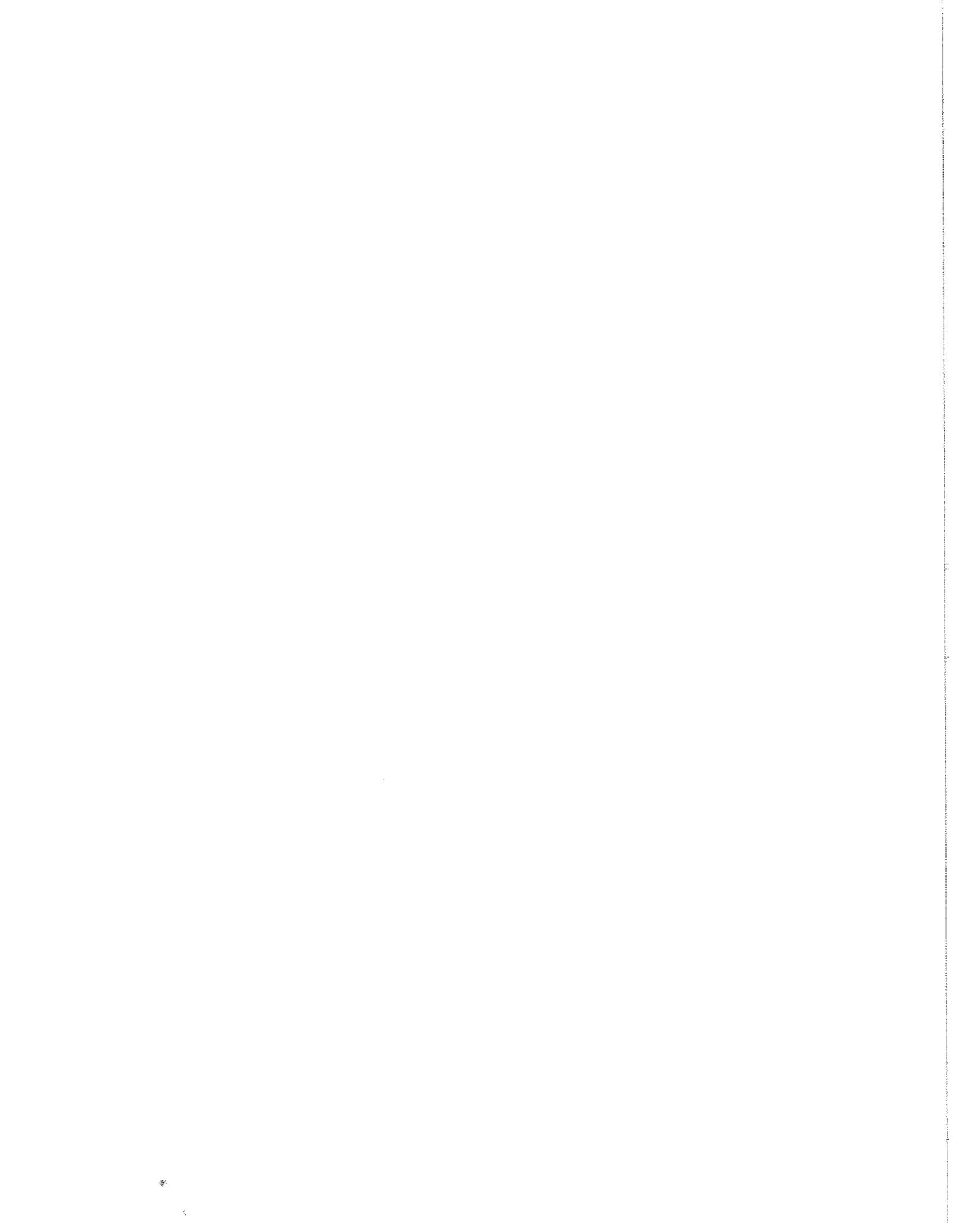
E-Mail:

For office use only

Time in: _____ Time out: _____ Finaled: _____
of files requested: _____ # of files in archives: _____
of copies made: _____ at \$.25 ea \$ _____
Miscellaneous _____ \$ _____
Receipt # _____

Action Taken:

Reviewed file _____ Spoke w/ Planner _____ Research Required _____
Spoke w Engineer _____ Provided Copies of _____



RESOLUTION NO. 364-2003

A RESOLUTION ADOPTING A PUBLIC RECORDS / INFORMATION
REQUEST POLICY.

WHEREAS, the City Council finds it necessary to provide an efficient policy and to recuperate costs involved for public records or information provided by the City; and

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HUBBARD, THAT the City of Hubbard adopts a public records and/or information request policy for the City of Hubbard a copy which is affixed hereto as Exhibit "A" attached hereto and by this reference incorporated herein and entitled "Public Records/Information Request Policy."

INTRODUCED AND ADOPTED this 8th day of April 2003.

CITY OF HUBBARD, OREGON

BY:

Don Thwang
MAYOR

APPROVED AS TO FORM:

[Signature]
CITY ATTORNEY

ATTEST:

BY:

Vickie A. Nogle
CITY RECORDER

PUBLIC RECORDS / INFORMATION REQUEST POLICY

Written Requests. Unless otherwise provided by this policy, requests for inspection and/ or copies of public records shall be in writing on a form prescribed by the City.

Procedure:

1. Requests for public records shall include the following:
 - a. The name, address and signature of the person making the request or their authorized representative.
 - b. A statement of sufficient specificity to determine the nature, content, and probable department within which such record may be located.
 - c. The date of such request.
2. Upon receipt, the request shall be date stamped.
3. The person making the request ("requestor") should be provided an estimate of the costs of making such records available for inspection or providing copies, and should be advised that the requested materials will not be released without the City's receipt of the fee for providing such service as prescribed by the City Recorder or the designee. Failure to so advise the requesting party of such obligation shall not relieve the requesting party of the obligation to pay the prescribed fee.
4. Routine requests will be handled within the Department. More complex written requests, or requests that implicate application of statutory exemption from disclosure shall be submitted to the City Attorney, who shall determine if a request can be complied with and direct the City recorder or the designee whether to comply with the request. The City Recorder shall keep on file a list of fees prescribed by the City Council for processing the public records / information request.
5. If the request is not complied with, a written response explaining why the City is unable to process the request shall be prepared by the City Attorney and mailed to the requesting party.
6. The City shall respond to request for public records within a reasonable time, but in any event, not more than thirty (30) days from the date of receipt. This time limit may be unilaterally expanded by City when the request is not sufficiently specific to enable location of the records or when the volume, size, or location of such records makes their collection or retrieval difficult, in which case the requesting party shall be advised of the reason for the delay within thirty (30) days.

Payment of Fees. All estimated costs exceeding \$20.00 must be paid before the records can be made available for inspection or copies provided. When the estimate exceeds actual cost, the overpayment shall be refunded by the City. Except as otherwise provided by these rules, public

records shall not be released for inspection or as copies to members of the public unless the City has received payment from the requesting party for providing the information.

Fees to Reflect Costs. When establishing the fees to be charged to the requesting party for meeting public information requests, the City Recorder or the designee shall base such fees on costs the City incurs for processing the request. These costs shall include, but not be limited to, personnel costs and costs associated with materials used in processing the request.

1. Personnel costs include, but are not limited to, employee's time spent while locating, compiling, reviewing, separating, and copying records, including time required to segregate or redact exempt information and time spent supervising public inspection of records. Costs shall be at an hourly rate equivalent to the salary plus benefits (computed at an hourly rate) of each employee involved in processing the request. The fee will be charged based on the level of the employee needed to secure the requested information.

2. Costs for photographs, audio tapes and other non-paper materials shall be reimbursed.

3. City personnel are not to reduce copy size or otherwise manipulate records in order to fit additional records on a page thereby reducing per page costs, unless concluding it would be the most effective use of their time. To conserve paper, copies should be double-sided when it is practical to do so. A double-sided copy consists of two pages for purposes of calculating the appropriate costs.

Records Requested for Court Proceedings. The City shall not charge fees or costs incurred by the City when an employee of the City, in the employee's role as custodian of the records, is a witness in a trial or other court proceeding. When the City is a party, or representative of a party, to a court proceeding and a request for copies of public records is made by a party to a court proceeding in the course of discovery, then the cost to be charged for providing such copies shall be limited to those indicated above.

City Recorder Authority. The City Recorder or the designee shall have the authority to:

- waive the requirement that the request must be in writing on a form provided by the City;
- waive fees if the request is of a one-time nature, requires copying five or less pages and involves less than ten minutes of staff time to process;
- waive required compliance with this policy in special cases where the public interest in supplying a public record free of charge outweighs the cost of furnishing the record;
- establish a particular charge or fee for routinely-requested documents where the charge is a reasonable approximation of the City's cost; and
- periodically adjust fees to cover increased costs of providing public records and information.

Exemption from Fees. The following individuals, groups or organizations shall not be charged for photocopying costs or the first thirty (30) minutes of staff time required to process a public

information request. However, if it is determined a specific request will take longer than thirty (30) minutes of staff time to process, the requesting party may ask the City Recorder to reduce or waive all additional fees associated with providing the requested record:

- a. any member of the City Council;
- b. a board, commission or committee member of this City; or
- c. any other government agency.