

**CITY OF COLUMBIA CITY**  
**Public Information/Records Request**

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

The following information is required:

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

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

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

Requested Information/Record(s): Provide a brief statement describing the requested information / record(s), including a target date. Be specific enough for the City to determine the nature, content and department within which the record(s) you are requesting may be located:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Purpose of Request: Because the identity and motive of the person seeking disclosure of a particular public record may be relevant in determining whether a record is exempt from mandatory disclosure under a conditional exemption, provide a brief statement as to the purpose of the request:

\_\_\_\_\_  
\_\_\_\_\_

Routine requests will be handled within the appropriate Department. More complex requests that implicate application of statutory exemption from disclosure shall be submitted to the City Attorney for response. The City Attorney's response will be pursuant to the City of Columbia City's policy for requests, inspection and copying of City Records. A copy of this policy is available for review. In most cases, there will be a fee charged for providing this service. **Payment of the fee for meeting the request must be received prior to the requested material being released.** You will be advised of the fee required for the request. When the actual cost is unclear a deposit will be required as an estimate and when the record copy is completed the City shall refund an overpayment or additional fees must be paid before record is released.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
\*\*\*\*\*

Date Request Completed: \_\_\_\_\_ # of Copies \_\_\_\_\_ @ \_\_\_\_\_  
Staff Time: \_\_\_\_\_ hours @ \_\_\_\_\_ Total Cost: \$ \_\_\_\_\_  
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Date Paid: \_\_\_\_\_ Cash/Ck: \_\_\_\_\_ Receipt #: \_\_\_\_\_