



CITY OF MYRTLE CREEK
P.O. Box 940, 207 NW Pleasant St., Myrtle Creek, OR 97457
PUBLIC RECORDS REQUEST

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 a reasonable amount of time after receiving this request.

Date of Request: _____ **Contact Name:** _____

Phone: _____ **Mailing Address** _____

Are these records pertaining to a case that is currently open such as Code/Building Enforcement or Land Use Board of Appeals (LUBA) cases? _____ **yes** _____ **no**

Use the back of this sheet if more room is needed. Please attach any additional background information that will help City staff to locate requested records.

ORS 192.440(3) authorizes a public body to establish fees to reimburse for actual cost in making public records available. The actual cost may include: a charge for the time spent by the public body staff in locating the public records; reviewing the records in order to delete exempt material; supervising a person's inspection of original documents in order to protect the records; copying records; certifying documents as true copies; or sending records by special methods such as express mail.

Labor Costs:

The cost is based on the staff person's regularly hour wage rate multiplied by the time estimated to respond to the request. **Minimum charge is: \$10.00**

Please email completed form to jbilbrey@myrtlecreek.org or mail to Myrtle Creek City Hall, P.O. Box 940, Myrtle Creek, Oregon 97457.

Description of records requested (please be as specific as possible):

After the City retrieves the requested records, I request:

_____ Inspection Only _____ Copy All _____ Inspection, then copy selected pages

Date desired: _____ (Most requests are filled within five business days)

Signature _____

FOR USE BY PUBLIC RECORDS OFFICER

DATE RECEIVED _____