



**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: \$8.00**

Please email completed form to [jbilbrey@myrtlecreek.org](mailto: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):

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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                      \_\_\_\_\_      \_\_\_\_\_  
REQUEST SATISFIED                \_\_\_\_\_      \_\_\_\_\_  
REQUEST DENIED                    \_\_\_\_\_      \_\_\_\_\_  
FEES CHARGED                        \_\_\_\_\_      \_\_\_\_\_