



**CITY OF CANBY
PUBLIC RECORDS REQUEST FORM
(NOT FOR POLICE OR COURT RECORDS)**

This form is used to process public record requests in accordance with the Oregon Public Records Law (ORS Chapter 192). Persons wanting to inspect or obtain copies of public records need to complete this form and submit it to:

**City of Canby
Attn: City Recorder
PO Box 930
222 NE 2nd Avenue
Canby, OR 97013**

**Phone: 503.266.4021
Fax: 503.266.7961
cityrecorder@canbyoregon.gov**

The City shall respond to all public document requests within seven working days or explain why more time is needed for a full response.

DESCRIPTION OF PUBLIC RECORDS REQUESTED *(include as much detail as possible, i.e., type of document, date, title, ordinance number, etc.):*

I am interested in: Personally Inspecting Records Obtaining Copies

REQUEST SUBMITTED BY:

Name: _____ Date: _____
Organization: _____ Phone: _____
Address: _____ Fax: _____
City/State/Zip: _____
Email Address: _____

Signature of Requestor: _____

FEES: *Prepayment is required if the estimated charges will be \$25.00 or over. If the actual charges are less than the prepayment, an overpayment will be promptly refunded.*

Photocopies - 25¢ per page single or double sided **Faxing** - 50¢ per page sent
Color Photocopies or Printouts - 75¢ per page single or double sided **Mailing** - Actual cost + \$1 handling fee
Clerical Research (After 30 minutes) - Actual staff time/benefits and materials cost

(Research time may be charged regardless of whether copies are provided for requests that are extraordinary and would significantly disrupt the regular discharge of staff person duties)

6/2019

FOR OFFICE USE ONLY:

Date Received: _____ Date Provided: _____ Fee Paid: _____

Level 1 Request – No Form Required/Files are Available Electronically/No Staff Time

Level 2 Request – Form Required/Staff Time 30 minutes or Less

Level 3 Request – Form Required/Staff Time 30 Minutes or More