



PUBLIC RECORDS REQUEST

City of Molalla | 117 N. Molalla Avenue | Molalla, OR 97038
T: 503-829-6855 | F: 503-829-3676 | E: recorder@cityofmolalla.com

Requestor's Name _____

Name of Business/Organization (If applicable) _____

Address _____

City _____

State _____

Zip _____

Date of Request _____

Daytime Phone Number _____

Email Address _____

Information Requested: Please be specific and provide as much detail as possible to allow City staff to determine the requested records' nature, content, and department in which in the record(s) may be located, including dates and key words.

REQUESTOR TO READ AND SIGN

I understand that Oregon Revised Statute (ORS) 192.314 states that every person has a right to inspect any nonexempt public record. Further, I understand that fees may be charged to reimburse the City for its actual costs in making the records available. Such calculation may include staff time, costs for compiling, or copying a record to meet my request. I hereby request that the City of Molalla City Recorder produce, as best to their ability, the records specified above. Any fees must be paid prior to release of the record(s) requested. A deposit for fees, based on the estimated cost, will be required for any estimate above \$25.00. For estimates above \$25.00, the City will provide a written estimate of the cost, and will seek confirmation to proceed or cancel the request. I understand that if the fee is not paid or addition requested information is not provided within 60 days, the request will be closed.

Signature of Requestor _____

Date _____

FOR OFFICE USE ONLY

Date Received _____

Date Compiled _____

Date Notified _____

Received By _____

Compiled By _____

Prepayment Received \$ _____

Actual Cost \$ _____

Refund Due \$ _____

Balance Due City \$ _____

City of Molalla – Public Records Request Policy

Resolution No. 2023-03

Adopted February 22, 2023

Upon receipt of a public records request, the City shall reply within five business days that the request was received and confirm whether the City is the custodian of the requested records or explain why more time is needed for a full response. ORS 192.324(1)(2). The City shall complete its response as soon as practicable and without unreasonable delay. ORS 192.329(1); ORS 192.329(5).

It is the City’s policy, in accordance with state law, to recover its actual costs for retrieval of documents not immediately available or requiring staff research. ORS 192.324(4). The City may furnish records without charge or a reduced fee if its determined that making the record available benefits the general public. ORS 192.324(5).

The estimate of expected costs shall be provided to the requestor by staff in writing and the response will be suspended until the fees are paid (or waived). ORS 192.329(3). If the City requests additional information or clarification from the requestor, the response to the request is suspended until the requested information is provided. ORS 192.329(4).

Should the actual cost of responding to the request be less than estimated, a refund will be made to the requestor. Should the actual cost of responding to the request exceed the estimate by less than \$25, requestor shall pay balance due.

Upon receipt of the cost estimate or the initial receipt of the request, the City has ten business days to complete its response or provide in writing that additional time is needed. ORS 192.329(5).

FEES

Level 1 Request (staff time of 30 minutes or less)

- A. Provided via email *No Charge*
- B. Hard copies to be picked up or mailed *25 cents per side (50 cents double sided)*

Level 2 Request (staff time up to 30 minutes or more)

- A. Actual costs to reproduce, staff time, per page fees *Research Fee + per page fee*

Level 3 Request (staff time exceeds 30 minutes, complex request)

- A. Actual costs to reproduce, including staff time, legal review, outside services/consultants, per page fee, redaction fees *Research Fee + per page fee*

Research Fee: \$25.00 for 30 minutes or more. (Any research more than 30 minutes will be at actual employee personnel costs)

Hard copies: 25 cents for single side | 50 cents for double side

Redaction Fee: Employee personnel services costs and/or legal review

Flash Drive (1GB): \$5.00 each

Electronic search of city server: Actual costs (employee personnel costs or consultant fees)

**Fees set according to City of Molalla Resolution*

RECORDS OFFICER ACKNOWLEDGMENT OF REQUEST:

- The City is the custodian of the requested records.
- The City is NOT the custodian of the requested records. This completes the request and no further action is required.
- The City is unsure whether it is the custodian of the requested records. We will search for the record and make an appropriate response as soon as possible. Additional details: _____
- We request the following additional information to clarify and /or expedite the request: _____

- Copies of the requested record(s) are attached or are available on the city’s website: www.cityofmolalla.com