



## Request for Public Records

301 E. Second Street

P.O. Box 487

Merrill, OR 97633

Email: [Recorder@CityofMerrill.org](mailto:Recorder@CityofMerrill.org)

City Recorder Phone: 541-798-5808

Fax: 541-798-0145

Staff time is billed in 15 minutes increments according to the calculations shown on the current Fee Schedule, available from the City's office. An estimate of charges will be calculated and a 50% deposit required upon receipt of request over \$25. Balance due upon release of records. Please see the City of Merrill fee list located within the City Office.

### Staff Use Only

Less than 15 minutes, no fee  Estimated Fee: \_\_\_\_\_ Deposit Amount: \_\_\_\_\_

Request Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Number of Pages Copied: \_\_\_\_\_ Time Spent: \_\_\_\_\_

Deposit Paid: \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_

Balance Paid: \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_

Date Record(s) Picked Up: \_\_\_\_\_ Date Provided Electronically \_\_\_\_\_

Staff Name: \_\_\_\_\_

ORDIANCE 2022 AMENDING ORDIANCE 2017-1010: Public Record Fee

### Information about Obtaining Records

**Level 1 Request:** Does not always require a written request and is not likely to incur a fee. Requested documents must be current and readily available and minimal staff time (less than 15 minutes) or resources to be made available. Records may be electronic format and easily emailed.

**Level 2 Request:** Request must be made in writing to the City Recorder. Requested documents are not immediately available. Request must clearly and correctly identify the document(s), may not require extensive staff research, records must be held in a single city department or division, may not contain sensitive confidential or privileged information, and must not require city attorney review prior to release. City provides written acknowledgement that the request has been received and provides a time and cost estimate for proceeding with the request. The requester must pay a 50% deposit of the estimated costs, and the balance is due prior to releasing records. Documents are usually available within 5 working business days.

**Level 3 Request:** Request must be made in writing to the City Recorder. Requested documents are not immediately available. This type of request is complex and involves multiple staff and or departments or divisions. It involves extensive research, or compilation of documents and may require City Attorney review. The request may also require staff follow up to identify requested documents. The City provided written acknowledgement that the request has been received and provides a time and cost estimate for proceeding with the request. The requester must pay a 50% deposit of the estimated costs, and the balance due prior to releasing records. The City may need 15 or more working business days to complete the request and will communicate with the requestor if more time is needed.

The City attempts to fill Level 1 Request within 1-3 working business days, Level 2 Request within 5 working business days and Level 3 Requests within 15 working business days after the requester has authorized proceeding and has submitted payment and or deposit. The City Recorder will coordinate Level 2 and Level 3 Request and may request review by the City Attorney to assess disclosure requirements. The requestor will be notified if costs exceed the written estimate provided. A refund will be issued if actual costs are less. City of Merrill must respond with in 5 working business days of request stating the request has been received and give an estimated date of availability.

**FORMS OF PAYMENT:** The City accepts cash and check (payable to the City of Merrill) payments. A receipt of the deposit will be provided to the requester, as well as a receipt for final payment.

*ORS 92.420 allows for the right of "every person" to inspect any nonexempt public records in Oregon. The city will endeavor to respond to record requests within five (5) working business days and to provide records within fifteen (15) working business days. Time required will depend upon the volume of records requested*



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*(including other records request currently being processed by the City), the available staff to respond to the request, and the difficulty in locating and determining whether the records are exempt from disclosure. **Submit your request to the City Recorder's Office.***

**Date:** \_\_\_\_\_ **Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Name of Organization** \_\_\_\_\_

**Address** \_\_\_\_\_  
**Street** \_\_\_\_\_ **City** \_\_\_\_\_ **Zip** \_\_\_\_\_

|  |  |
|--|--|
| Please check how you would like to receive the requested records:<br>Review at City Office <input type="checkbox"/> Pick up <input type="checkbox"/> Email <input type="checkbox"/> U.S. Mail <input type="checkbox"/> | Have you contacted someone within the City about this request? Yes <input type="checkbox"/> No <input type="checkbox"/><br>Name: _____ Date: _____ |
|--|--|

**Please make your request as complete and detailed as possible, attach additional sheet if needed.**

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

Purpose of Request: Some records requests may require a balancing of privacy rights, governmental interests and other confidentiality policies on one hand and the public interest is disclosure on the other. Thus, because the identity and motive of the person seeking the disclosure of a particular public record may be relevant in determining whether a record is exempt from disclosure under a conditional exemption, please give a brief statement as to the purpose of your request. Attach additional page if needed.

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

Copyright Disclosure: I Acknowledge that any records provided are provided pursuant to Oregon's public records laws. In the event the records include copyrighted materials, I acknowledge that I must Comply with applicable Copyrights Laws.

Customer Signature \_\_\_\_\_



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### Staff Use Only

- a) The City is the custodian of the requested records
- b) The City is not the custodian of the requested records
- c) The City is uncertain whether the City is the custodian of the requested records.

### If Records Cannot be Provided within 15 Business Days

- a) The City is still processing the request. Based on the information currently available, the City expects to complete its response by \_\_\_\_\_.

### Other

- a) The estimated fee to complete your request is \$\_\_\_\_\_. A deposit of due in the amount of \$\_\_\_\_\_.
- b) Additional information is required in order to process your request.  
\_\_\_\_\_

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### Completed Response

- a) The City does not possess the requested records
- b) The requested records are attached or enclosed
- c) The requested records are exempt under state or federal law: \_\_\_\_\_
- d) *The requester may seek review of the City's determination pursuant to ORS 192.450, 192.460, 192.465, 192.470, 192.480, and 192.490*