



CITY of LA GRANDE  
THE HUB OF NORTHEASTERN OREGON

Office of the City Recorder  
1000 Adams Avenue  
La Grande, OR 97850  
541-962-1309

## City of La Grande, Oregon Public Records Request Form

How would you prefer to receive your request:  Mail  Email  Will pick up

Date: \_\_\_\_\_ Time: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

Day Time Phone Number: \_\_\_\_\_

Information or records being requested (Please be as specific as possible, using an additional sheet if necessary. If you have a file or case number, please include this information. Your ability to specify the specific records will assist us in providing the information or records in a timely manner.):

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

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 in disclosure on the other. 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:

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

### REQUESTOR TO READ AND SIGN UPON SUBMITTING REQUEST

I understand that every person has a right to inspect any public record of a public body in this state, except as otherwise expressly provided by ORS 192.501 to 192.505. Further, I understand that fees will be charged to reimburse the City for its actual cost in making the records available. Such calculation may include staff time, costs for summarizing, compiling, or tailoring a record to meet my request. Copies of large documents are sometimes taken to a commercial copy business. For those documents the fee will be actual cost plus staff time. I hereby request that the City of La Grande, Oregon Records Officer produce, as best to their ability, the records specified above. Payment in advance is required. Upon notification the record is available, the City of La Grande will only maintain the copied record for 7 business days.

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Date of Request

### FOR STAFF USE ONLY

This records request was:

Approved (date and initial)

Denied (date and initial) / Reason: \_\_\_\_\_

Pending (date and initial) / Estimated completion date: \_\_\_\_\_

Estimated Cost: \$ \_\_\_\_\_

Requestor notified of status of request: Date: \_\_\_\_\_ Time: \_\_\_\_\_ By: \_\_\_\_\_

Copy of Request Provided By:  Mail  Email

At Counter : Date \_\_\_\_\_ Time: \_\_\_\_\_ Recipient Signature: \_\_\_\_\_

## Information About Obtaining Records

- Oregon Revised Statutes (ORS) 192.314 allows the public body a reasonable time to respond to a records request. The amount of time that is reasonable will depend upon the volume of the records requested, the staff available to respond to the records request, and the difficulty in determining whether any of the records are exempt from disclosure.
- ORS 192.324 authorizes the City to charge fees associated with public records requests.
- The City Recorder may coordinate the response to complex requests as described in Level 3 below.
- **Level 1 Request:** does not require a written request or payment of a fee. Requested document must be current and readily available, require no duplication, may not be subject to the Public Records Fee Schedule, and must require no additional staff time or resources to be made available. These types of documents are intended for public distribution, such as information brochures, agendas, permit applications, job applications, election-related petitions, or solicitations for public comment.
- **Level 2 Request:** must be made in writing. Requested documents are not immediately available. Request must clearly and correctly identify the document, may not require extensive staff research to locate the document, may not include more than 5 documents or 50 pages or documents that are more than one year old. Requested document must be located in a single department or division, may not contain sensitive, confidential, or privileged information, and must not require attorney review prior to release. Cost estimates will be provided and requestor must agree to pay before document retrieval begins. Documents are usually available within 5 business days (not including weekends or holidays). Payment due upon receipt.
- **Level 3 Request:** must be made in writing. This type of request is complex, involving multiple staff and/or departments or divisions. It involves extensive research or compilation of documents, and may require attorney review. The request also may require follow up by staff to identify what is being requested. City staff furnishes written acknowledgment that the request has been received usually within three to five business days and as soon as possible after that provides the requestor a written time and cost estimate for proceeding with the request. The requestor must submit written authorization to proceed and pay the estimated costs before any staff time is expended responding to the request.

Every attempt is made to provide the information for Level 1 Requests within 1 **business** day, Level 2 Requests within 10 **business** days and Level 3 Requests within 21 **calendar** days. The City Recorder will coordinate Level 2 and 3 requests and may request a review by the City Attorney to assess disclosure requirements of the information requested.

After the estimate is given to the requestor, the City Recorder's Office must receive written authorization from the requestor before proceeding with the records request. The requestor will be notified if costs exceed the written estimate given. In addition, a refund will be given if costs are less than estimated.

For more information contact  
Sandra Patterson, City Recorder at 541-962-1309  
spatterson@cityoflagrande.org