

All public record requests must be made in writing unless otherwise noted. To expedite your request, please fill out this form completely and specifically identify the type of records you are requesting. **This form is NOT for Police Department records. For police records, please call 541-881-3237.**



City of Ontario
Office of the City Recorder
444 SW 4th Street
Ontario, OR 97914
Voice (541)881-3232
Fax (541)889-7121
tori.barnett@ontariooregon.org

PUBLIC RECORDS REQUEST FORM (PLEASE PRINT CLEARLY)

Requester Name: _____ **Date Requested:** _____

Complete Mailing Address: _____

Telephone/Fax: _____ **E-mail:** _____

Records/Documents Being Requested: (Please be as specific as possible)

ORS 192.440(4) authorizes the City to charge fees associated with public records requests. The City of Ontario charges the following for copies:

8½ x 11 - 25¢ page
11x17 - 50¢ page
Video - \$10 per DVD

8½ x 14 - 25¢ page
Audio - \$5 per tape/DVD
Staff time: Actual hourly wage

Every attempt will be made to provide the requested records in a timely manner. ORS 192.440 allows the public body a reasonable time to respond to a records request, as well as set costs. 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.

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Staff completing request _____ **Date:** _____