

CITY OF IRRIGON PUBLIC RECORDS REQUEST FORM

<p>This form is NOT FOR POLICE record requests.</p>	<p>Oregon Public Records Law (ORS 192) grants each person the right to inspect and/or copy the records of a public body (unless exempt from disclosure). City staff will contact you as soon as practical, and without undue delay, upon receipt of this request.</p>	
<p>_____ DATE AND TIME OF REQUEST:</p> <p>_____ DATE COMPLETED:</p> <p>_____ DATE NOTIFIED:</p> <p>_____ DATE PICKED UP:</p>	<p>PERSON REQUESTING INFORMATION:</p> <p>NAME: _____</p> <p>COMPANY: _____</p> <p>ADDRESS: _____</p> <p>_____</p> <p>PHONE NO.: _____</p> <p>CELL NO.: _____</p>	<p>SUBMIT FORM TO:</p> <p>City Manager</p> <p>Irrigon, OR</p> <p>Or Fax to: 541-922-9322</p> <p>Or e-mail to: manager@ci.irrigon.or.us</p>

<p>DESCRIPTION OF INFORMATION REQUESTED: <i>(Please be as specific as possible) :</i></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>FEES:</p> <p>Photocopies:</p> <ul style="list-style-type: none"> - 8 1/2" x 11": \$.30 per side copied (B&W) - 8 1/2" x 11": \$1.00 per side copied (Color) - 11" x 17": \$.40 per side copied (B&W) - 11" x 17": \$1.50 per side copied (Color) - 24" x 36": \$3.00 per sheet (B&W) - 24" x 36": \$5.00 per sheet (Color) - Staff Time: \$35.00 per hour - First 15 minutes research time is free
	<p>TOTAL DUE:</p>
	<p>GL ACCOUNT CODE:</p>

* * * * For Records Staff Use Only * * * * *

<p>CONTACT NOTES:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>NO. OF FILES REMOVED:</p> <p>_____</p> <p>NO. OF BOXES REMOVED:</p> <p>_____</p> <p>NO. OF PLANS REMOVED:</p> <p>_____</p>	<p>FILES REMOVED BY:</p> <p>_____</p> <p>TIME SPENT:</p> <p>_____</p> <p>FILE RETURN DATE:</p> <p>_____</p> <p>RE-FILED BY:</p> <p>_____</p>
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