



CITY OF HILLSBORO
Administrative Department
150 East Main Street
Hillsboro, Oregon 97123

Telephone: 503-681-6219
Fax: 503-681-6232

PUBLIC RECORDS REQUEST FORM

Name of Requestor: _____ Date of Request: _____
(Please Print)

Telephone/Fax: _____ Email: _____

Will this information be used for commercial purposes? YES NO

If you have contacted another City of Hillsboro employee about this request, please list his/her name, department and date contacted:

Records/documents being requested (Please be specific, including applicable dates):

Use the back of this sheet if more room is needed. Please attach any additional background information that will help City staff to locate requested records.

ORS 192.440(3) authorizes a public body to establish fees to reimburse for actual cost in making public records available. The actual cost may include: a charge for the time spent by the public body staff in locating the public records; reviewing the records in order to delete exempt material; supervising a person's inspection of original documents in order to protect the records; copying records; certifying documents as true copies; or sending records by special methods such as express mail. The Hillsboro City Council adopted Resolution No. 2234, establishing a system of recovering City expenses incurred in responding to public documents and records requests.

Labor Costs:

The cost is based on the staff person's regularly hour wage rate multiplied by the time estimated to respond to the request. An additional percentage will be added as compensation for the actual City benefits received by the staff person. There will be no charge for the first half hour of staff time required to respond to a document request. See attached fee schedule which covers materials costs, staff time, and reproduction costs.

Signature: _____

Address: _____

City/State/Zip _____

*******For City Staff*******

Total Cost includes:

Materials: \$ _____ Staff time/benefits: \$ _____ Copy costs: \$ _____

Total Cost: \$ _____ Staff Name: _____ Date Completed: _____