



**CITY OF BAKER CITY  
PUBLIC RECORDS REQUEST FORM  
PO BOX 650 BAKER CITY, OR 97814  
541-524-2033**

Date of Request: \_\_\_\_\_ Time of Request: \_\_\_\_\_

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

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

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

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

Information or records being requested (Please be as specific as possible, using an additional sheet if necessary. If you have 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 timely manner.

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

Purpose of Request: Some records may require a balancing of privacy rights and other confidentiality policies and the public interest in disclosure. 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. I hereby request that the City of Baker City City Recorder produce, as best as their ability, the records specified above. Payment in advance is required. Upon notification the record is available, the City of Baker City will only maintain the copied record for 7 business days.

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

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

**For Office Use Only:**

Date Received Request: \_\_\_\_\_ Date of Response: \_\_\_\_\_ By: \_\_\_\_\_

Approved { }

Denied { } Reason: \_\_\_\_\_

Provided copy of Request by { } Mail { } Email { } Picked up by \_\_\_\_\_ at: \_\_\_\_\_

Comments: \_\_\_\_\_

Type of Request	Cost per page	# Pages/Hours	Total Cost
Photo copies (8 1/2" x 11")	\$0.25		
Photo copies (8 1/2" x 14")	\$0.50		
Public records requests retrieval per hour	\$30.00 per hour plus \$0.25 per page		
Copy of audio/video Record	\$5.00		
Budget or audit book copy	\$25.00		
Comprehensive plan	\$10.00		
Tree planting guide	\$2.00		
Zoning map 11" x 17"	\$2.00		
Zoning map 24" x 36"	\$10.00		
Baker City map 11" x 17"	\$2.00		
Baker City map 24" x 36"	\$5.00		
Larger maps: black & white	\$1.00 per square foot		
Larger maps: color	\$2.00 per square foot		
Development code book	\$25.00		

**TOTAL COST** \_\_\_\_\_

### **Information About Obtaining Records**

Oregon Revised Statutes (ORS) 192.4320 allows a public body 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 192.440 (5) 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: This request does not require a written request or payment of a fee. The requested document must be current and readily available, require no duplication, may not be subject to the Fee Resolution charges, 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, employment applications, election-related petitions, or solicitations for public comment.

Level 2 Request: This request must be made in writing. Requested documents are not immediately available. The 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 documents 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 is due upon receipt.

Level 3 Request: This 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 acknowledgement that the request has been received usually within 3 to 5 business days and as soon as possible after 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 an 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 please contact:  
Rheann Weitz, City Recorder at 541-524-2033  
cityrecorder@bakercity.gov**