

PUBLIC INFORMATION/RECORDS REQUEST

The definition of "Public Records" and the rules regarding their release are set forth in ORS 192.311 through 192.478 and in the Oregon Attorney General's Public Meetings and Records Manual. Although public records are usually disclosable, there are a number of limited circumstances under which a public body either must or may decline to release certain information.

Please provide the following information:

First & Last Name (please print)

Signature

Address

City

State

Zip Code

Daytime Telephone Number

Date of Request

Requested Information/Record(s): Please give a brief statement describing the requested information/record(s), being specific enough for the City to determine the nature, content and probable department within which the record(s) you are requesting may be located:

Purpose of Request: Because the identity and motive of the person seeking disclosure of a particular public record may be relevant in determining whether a record is exempt from mandatory disclosure under a conditional exemption, please give a brief statement as to the purpose of your request:

Routine requests will be handled within the Department. Complex requests that may implicate application of statutory exemption from disclosure shall be submitted to the City Attorney for a response. All responses will be pursuant to the City of Klamath Falls policy for requests, inspection and copying of City Records. A copy of such policy is available for your review. In most cases, there will be a fee charged for providing this service. Payment of the fee for meeting your request must be received prior to the requested materials being released. You will be advised by the City Recorder and/or his/her designee of the fee required for your request.

FOR OFFICE USE ONLY

Date Completed: _____

Information compiled by: _____

Number of copies: _____ @ _____ per page

Staff time: _____ hours @ \$ _____ per hour

Amount due: \$ _____

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