



City of Brookings

898 Elk Drive, Brookings, OR 97415
 (541) 469-1102 Fax (541) 469-3650
analls@brookings.or.us

Public Records Request Form

Received by City Recorder:	
_____	_____
Date	Initials

Name: _____ Phone: _____

Mailing Address: _____

Email Address: _____ (required if you request electronic documents, under type)

Please provide the following information regarding your public record request. Please be as **specific** as possible. You may use additional forms if necessary. Requests must be submitted to the **City Recorder** in the City Manager's office. *Thank you.*

REQUESTED RECORD(S)			Request Fulfilled
Description	Date(s)	Type**	Staff (date/initial)
1.		<input type="checkbox"/> Personal <input type="checkbox"/> Certified <input type="checkbox"/> Electronic <input type="checkbox"/> Inspection Only	
2.		<input type="checkbox"/> Personal <input type="checkbox"/> Certified <input type="checkbox"/> Electronic <input type="checkbox"/> Inspection Only	
3.		<input type="checkbox"/> Personal <input type="checkbox"/> Certified <input type="checkbox"/> Electronic <input type="checkbox"/> Inspection Only	
4.		<input type="checkbox"/> Personal <input type="checkbox"/> Certified <input type="checkbox"/> Electronic <input type="checkbox"/> Inspection Only	

**Please refer to the Fee Calculation Worksheet for applicable fees.

In accordance with ORS 192.440, the City will acknowledge your request within five (5) business days.

 Signature Date

For City Use Only:

Referred to: Public Works Planning Building FHRD Other for fee calculation on: _____

RETURN FORM to City Recorder with estimated fees calculated by: _____

Total Fee (carried over from Fee Calculation Worksheet)	Total Fee	Paid/Receipt #
	\$ _____	_____

A written cost estimate will be provided for copying projects anticipated to exceed \$25.00. Advance payment of estimated costs is required prior to project completion. Fees received in excess of actual costs will be reimbursed upon delivery of requested records.

Written **cost estimate** (attached) provided by mail/email on: _____, in the amount of \$ _____

Estimate approved: Yes No *If yes:* Customer Signature: _____ Date: _____

Approved to proceed by the City Recorder on Date: _____ CR Initials: ____ Request **must** be fulfilled by: _____

RETURN FORM TO CITY RECORDER WHEN PROJECT COMPLETED

Cleared by City Recorder: Yes No (Circle one): Unable to locate / Exempt from inspection By: _____ Date: _____

FEE CALCULATION WORKSHEET

FOR STAFF USE ONLY

Type of Request	Fee/Unit	Qty	Fee
Copies of City Records			
Less than 200 pages, B & W, per single 8½ x 11 side	\$0.25		
Less than 200 pages, Color, per single 8½ x 11 side	\$0.35		
200 or more pages ¹ @ \$0.____ per page & \$____./hr	Actual cost + labor		
Using off-site services @ \$____. ____ per page & \$____./hr	Actual cost+ labor		

Certified copies of City records

First page – B& W – single 8½ x 11 side	\$1.00/single side		
First page – Color - single 8½ x 11 side	\$1.10		
Each additional page - B&W - single 8½ x 11 side	\$0.50		
Each additional page – Color - single 8½ x 11 side	\$0.60		
200 or more pages B&W/Color @ \$0.____ per page & \$____./hr ¹	Actual cost + labor		

Duplication of City audio/video recordings to CD/DVD

Personal Copy	\$15.00		
Certified Copy	\$20.00		

Electronic document preparation²

Electronic documents or files copied to CD/ DVD	\$14.00		
Electronic documents, <10MB and 10 files, sent	No additional cost		
Electronic documents, ≥10MB and/or 10 files, sent	\$12.00		
Paper to electronic conversion to PDF, ≤ 11” x 17”	\$0.15/per side		

GIS

8-1/2 x 11 Curry County Print (per single sided page)	B&W \$0.25; Color \$0.35		
11 x 17 Curry County Print (per single sided page)	B&W \$2.40; Color \$2.50		
Large Format Print (> 11x17; based on square footage)	B&W \$3/sf; Color \$9/sf		
Large Format Scanning (> 11 x 17, per single side sheet)	\$20.00/sheet		
Custom Map	\$46.00/hour		
Research/Analysis/Development	\$35.00/hour		

Other

Fax - per page (single sided)	\$1.00		
Legal review of public records for exempt determination @ \$____./hr	Actual legal costs		
Monitoring of public review of City files	\$36.00/hour		
Records Search	\$45.00/hour		
		Total Fee \$	

¹All copy charges are calculated based on a single-sided 8½ x 11 page. An 8½ x 14 page will be charged at one and one-half (1½) the cost of single sided page, and 11 x 17 pages will be charged as two (2) single sided pages. Large copying projects (>200 single sided pages or >100 double sided) will be charged actual copying and labor costs, with prior notification to and acknowledgement of the requestor.

²Electronic document preparation: Fees noted are in addition to applicable records search fees. Any request requiring more than one (1) hour of staff time for conversion, copying to disc, etc., will be charged the records search rate, in addition to standard fees, with prior notification to, and acknowledgement of the requestor. Sending and receiving of electronic files, and conversion of paper documents to PDF format, is limited to current available in-house technology.