

PUBLIC RECORDS REQUEST

Public record requests shall be processed pursuant to ORS 192.440–505 and applicable City of Garibaldi policies. Processing fee will be calculated prior to production of the request, with a written estimate to be approved by the requestor prior to production of the records if the estimate exceeds \$25.00. The estimate must be paid to the City prior to production of the records. Any excess paid over actual cost will be refunded to the requestor upon completion of providing the documents requested. Records requests eligible for fee waiver must be accompanied by a Fee Waiver Request Form (GF-116-10). Please allow a minimum of ten business days for processing of records requests.

Return completed form to: City Recorder, City of Garibaldi, P.O. Box 708, Garibaldi OR 97118-0708 or to city@ci.garibaldi.or.us. Public Records Requests may also be faxed to 503-322-3737.

Requestor Information			
Name		Daytime Phone	
Address		Fax	
City, State, Zip		E-Mail	
Preferred delivery format: <input type="checkbox"/> E-mail <input type="checkbox"/> Fax* <input type="checkbox"/> First Class Mail <small>*limited to 20 pages</small>		Certified copies requested? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, additional \$5.00 per request is charged.	
Records Requested			
Address			
Map / Tax Lot			
Date Range			
Specific Data / Records Requested			
FOR OFFICE USE ONLY			
Date Received:		Date Processed:	
Fees: Estimate _____ <input type="checkbox"/> Approved <input type="checkbox"/> Fee waived		Request No.:	