



CITY ADMINISTRATION – RECORDS  
Public Records Request

Oregon Public Records Law grants each person the right to inspect the records of a public body (unless exempt from disclosure.) Joseph City staff will contact you within **FIVE (5)** business days to acknowledge receipt of a public records request. Joseph City staff will fulfill the request or provide a written estimation of how long it will take to fulfill the request within **TEN (10)** business days from the date required to acknowledge receipt of request.

**\*\*PLEASE READ\*\***

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

Have you already contacted someone within about this request?

Name: \_\_\_\_\_

Yes       No

Cell Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Are these records pertaining to a case that is currently open? Such as Code/Building Enforcement or Land Use Board of Appeals (LUBA) cases?

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

Yes       No

This form may be submitted:

- To City Records at:  
City of Joseph  
P.O. Box 15  
Joseph, OR 97846
- Faxed to City Recorder at: 541-432-3833

Prices:

- 8 ½ x 11" .....\$.25/page
- 8 ½ x 14" .....\$.30/page
- 11 x 17" ..... \$1.00/ page
- Budget/Audit Documents ...\$25.00 each

Description of records requested (please be as specific as possible. If additional space is needed please attach):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*\*\*FOR RECORDS STAFF USE ONLY\*\*\***

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of Documents Removed: \_\_\_\_\_

Files: \_\_\_\_\_ Boxes: \_\_\_\_\_

Removed by: \_\_\_\_\_

Time Spent \_\_\_\_\_

Returned/Ref-filed Date: \_\_\_\_\_