



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.

Email: _____

Date of Request: _____

Name: _____

Daytime Telephone: _____

****PLEASE READ****

Have you already contacted someone within the City about this request?

Yes No

Name: _____

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

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: _____