



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
- Emailed to: [cityofjosephoregon@gmail.com](mailto:cityofjosephoregon@gmail.com)

**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  
Research Fee for items not listed \$25.00/hr.  
(1/2 hour, \$12.50 minimum)

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

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

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

Number of Documents Removed:

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

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

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

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