



## Making a Public Records Request

A request for public records that are in the custody of the City of Cannon Beach may be made by submitting a written request to:

City Recorder  
PO Box 368  
163 E. Gower St.  
Cannon Beach, OR 97110

Telephone: 503-436-8052  
Fax: 503-436-2050  
Email: [riggs@ci.cannon-beach.or.us](mailto:riggs@ci.cannon-beach.or.us)

The request may be submitted in person, by mail, by fax, or by e-mail. The form is available at City Hall and on the City website: <http://www.ci.cannon-beach.or.us/> The request must include:

- The name and contact information of the person requesting the public record.
- A sufficiently detailed description of the record(s) requested to allow staff to search for and identify responsive records.
- The date of the request.
- The signature of the person requesting the public record indicating financial responsibility, if any.
- Indication of whether the requestor wishes to inspect the public record(s) at City Hall or receive a copy or copies of the public records(s).

### CALCULATION OF FEES:

The City of Cannon Beach calculates fees for responding to public records requests in the following manner:

- \$0.25 per page for b/w photocopies / \$0.50 per page if duplexed (8 ½ x11, 8 ½ x 14, 11 x 14)
- \$0.50 per page for color photocopies / \$1.00 per page if duplexed (8 ½ x11, 8 ½ x 14, 11 x 14)
- \$5.00 each for Police Department Case files, DVDs and CDs
- \$10.00 each for 1st CD & \$5.00 each additional Audio CD of City Meetings
- \$10.00 per copy of videos, documents, booklets (i.e City budget, audit and zoning code)
- Actual cost for use of material and equipment for producing copies of non-standard records.
- Labor Costs: the cost is based on the staff person's regular hourly wage multiplied by the time required to fulfill the request. (The first 15 minutes of staff time is not charged).
- The actual cost of delivery of records, such as postage or courier fees.
- Actual attorney fees charged to the City of Cannon Beach for the cost of time spent by an attorney in reviewing the public records, redacting material from the public records or segregating the public records into exempt and nonexempt records.
- The City of Cannon Beach may require pre-payment of estimated fees before taking further action on a request.



## Public Records Request Form

**Notice:** Oregon Public Records Law grants each person the right to inspect the records of a public body, except as otherwise expressly provided by ORS 192.501 - 192,505. ORS 192.440 (2) allows the public body a reasonable time to respond to a records request and ORD 192.440 (4)(a) authorizes the public body to charge fees associated with the requests. City of Cannon Beach fees are listed at the bottom of this form. Prepayment may be required for requests estimated to exceed \$25.00.

*Your signature below acknowledges that you have read, understand and accept financial responsibility for the fees associated with this public records request.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Requestor: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

Description of records requested (please be as specific as possible, use additional sheets of paper if necessary):

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\_\_\_\_\_ I wish to arrange an opportunity to personally inspect the requested records.

\_\_\_\_\_ I wish to receive copies of the requested records via: \_\_\_\_\_ Will pick up  
\_\_\_\_\_ Postal Delivery  
\_\_\_\_\_ Email  
\_\_\_\_\_ Fax

### FEES:

Staff Charges:	Current Rate (first 15 minutes free)
Photo Copies b/w:	\$0.25 per page (8 1/2 x11, 8 1/2 x 14, 11 x17)
Photo Copies b/w duplex:	\$0.50 per page (8 1/2 x11, 8 1/2 x 14, 11 x17)
Photo Copies color:	\$0.50 per page (8 1/2 x11, 8 1/2 x 14, 11 x17)
Photo Copies color duplex	\$1.00 per page (8 1/2 x11, 8 1/2 x 14, 11 x17)
Police Dept. Case files, DVDs and CDs	\$5.00 each
Audio CD of City Meetings:	\$10.00 for 1st CD, \$5.00 each additional
Videos, documents, booklets:	\$10.00 per copy (i.e City budget, audit and zoning code)

Staff Use Only:
Date Received: _____ Actioned by: _____ Date Completed: _____
Staff Comments: _____
PRR Number: _____