



Where Life is Sweet

## CITY OF HERMISTON

180 NE 2nd St, Hermiston, OR 97838

Phone: 541-567-5521

Email: lalarcon-strong@hermiston.gov

## PUBLIC RECORDS REQUEST

**Attention Requester:** This form is to be used for general public records requests, for inspection or copies, held by the City of Hermiston. Requests must be made in writing, using this form, and submitted to: City Recorder Lilly Alarcon-Strong at the information above. Police Department and Municipal Court records must be requested separately, through each department, using a similar, but different form. The City shall respond to public record requests within five (5) working days of receipt, excluding staff absences. Oregon law allows City's to recoup costs, from requesters, to fulfill records requests, including: summarizing, compiling and/or tailoring public records, as well as actual costs of staff time spent searching, locating, reviewing, redacting, copying and/or sending records to the requester. Some requests involve higher costs depending on the staff time required for research, or the time involved to complete requests. The requester will be notified of the fees associated with filling the request. The total fee is due before the records will be processed. If the request is denied, a specific reason(s) will be given. Public bodies are not required to explain or answer questions about their public records, nor are they required to create public records where none exist. Fee schedule attached.

### Requester Information (Please print legibly)

Name, First and Last & Organization/Business Name:		Date of Request:
Mailing Address including City, State, & Zip Code:		
Email Address:	Daytime Phone:	
Signature:	Preferred Method of Contact: ___ Phone ___ Email ___ Mail	

### Request is for:

\_\_\_ Inspection of Public Records (will be reviewed at City Hall) \_\_\_ Copies (either paper or electronic) of Public Records

### How would you like to receive these records?

\_\_\_ Pick-Up at City Hall \_\_\_ Emailed \_\_\_ U.S. Mail \_\_\_ Other (DVD, CD, or USB)

**Information Requested:** Be specific and provide as much detail as possible that will allow City staff to determine the nature, content, and department within which the record(s) may be located, including: date ranges and key words. \_\_\_\_\_

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**\*\* FEES ARE NON-REFUNDABLE \*\***

Paper Copies (per page, per side)- In addition to other fees		Electronic Formats- In addition to other fees	
\$0.25	Black & white- up to 11x17	Actual Cost	DVD, CD, or USB
\$1.00	Color & photos- up to 11x17	\$35.00	<ul style="list-style-type: none"> <li>Minimum Charge for copy of Audio &amp; Video Recording, in addition to other fees.</li> <li>"Lengthy Requests" fee waived for 1<sup>st</sup> hour of processing.</li> </ul>
Actual Cost	<ul style="list-style-type: none"> <li>All documents larger than 11x17</li> <li>Maps</li> <li>Nonstandard Documents</li> </ul>		
Processing Fees- In addition to other fees			
\$2.00/page	Certification of true and original copy		
Actual Cost	Attorney Fees		
\$35.00/hr	<ul style="list-style-type: none"> <li>"Lengthy requests" (requests over 15 mins to complete), in addition to other fees.</li> <li>Fee's charged at 15 min increments.</li> <li>Requests less than 15 mins to process may be waived, excluding serial requests.</li> </ul>		
<p>**A waiver or reduction of fees can be given if the requested record(s) primarily benefit the general public. If you'd like to apply for a waiver or fee reduction, please explain how the record benefits the general public or why the City should consider a waiver/reduction of fees for other reason(s): _____</p> <p>_____</p> <p>_____</p>			

**STAFF USE ONLY**

Date Received:	Actual Fees Paid: \$
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\_\_\_\_\_ The fee estimate for this public records request is \$ \_\_\_\_\_. This fee must be paid in full prior to file retrieval. You have 60-days (by \_\_\_\_\_) to pay this amount in full before this request is considered closed. Please keep in mind this fee is an estimate and may require additional funds. Staff Response Date & Initials: \_\_\_\_\_

\_\_\_\_\_ The City will require additional time to process this request for the following reason(s):

\_\_\_\_\_ The City is uncertain if we are the custodian of the requested record

\_\_\_\_\_ Staff necessary to complete a response is unavailable

\_\_\_\_\_ Compliance would demonstrably impede the public body's ability to perform other necessary services

\_\_\_\_\_ The volume of public records requests being simultaneously processed

Estimated Date of Completion: \_\_\_\_\_ Staff Response Date & Initials: \_\_\_\_\_

\_\_\_\_\_ Copies of all requested records, for which we do not claim an exemption, are enclosed.

\_\_\_\_\_ Requested records, for which we do not claim an exemption, are available for inspection. Please call to schedule an inspection appointment, within 60-days from the completed date below. Records will be unavailable after 60-days.

\_\_\_\_\_ Requested information is already publicly available. Once the information is made publicly available, it is the responsibility of the requester to locate the information which can be found at:

\_\_\_\_\_ The City's website. Using the search bar function for ease: <https://www.hermiston.gov/search/site>

\_\_\_\_\_ Oregon Records Management Solutions WebDrawer: <https://ormswd2.synergydcs.com/HPRMWebDrawer/Search>

\_\_\_\_\_ Accela, Oregon's ePermitting System (from 2017 - present) : <https://aca-oregon.accela.com/oregon/Default.aspx>

\_\_\_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_ We are not the custodian of the requested record for the following reason(s):

\_\_\_\_\_ The requested records/property is located outside of city limits/jurisdiction. You may contact: \_\_\_\_\_

\_\_\_\_\_ The requested records are not a department of the City. You may contact: \_\_\_\_\_

\_\_\_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_ Requested records are exempt from inspection, copying, and/or disclosure under the Open Records Law for the following reason(s): \_\_\_\_\_

\_\_\_\_\_ Requester may seek review of the City's determination pursuant to ORS 192.411, 192.418, 192.422, 192.427, and 192.431.

\_\_\_\_\_ Other: \_\_\_\_\_

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Completed/Denied Date

City Recorder Signature

Revised 12/06/2024