

City of Madras
Public Records Request Form

This Public Records Request Form must be completed and submitted to City of Madras ("City") to inspect or obtain copies of City's public records (as defined under ORS 192.311 - 192.431). Persons interested in making a public records request are advised to review City's public records request policy (Resolution No. 33-2018). You may contact City's city recorder if you have any questions or concerns regarding this form or the public records request process.

A. Requester Information

Name of Requesting Individual: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

B. Record(s) Requested

Describe the public record(s) you are requesting. Please provide a sufficiently detailed description of the public record(s) requested, including the dates, subject matter, and such other information concerning the requested public record(s) as may be necessary to enable City personnel to search for and locate the public record(s).

C. Purpose of Records Request

Because the identity and motive of the person seeking disclosure of a particular public record may be relevant in determining whether a record is exempt from mandatory disclosure under a conditional exemption, please provide a brief statement as to the purpose of your public records request.

D. Receiving Record(s)

Please specify the delivery/inspection date desired and preferred method of receiving the requested public record(s), if applicable. City does not guaranty that the requested public record(s) will be delivered or made available by your desired delivery/inspection date.

I would like to view/inspect the record(s) on _____

I would like to receive copies of the requested public record(s) not later than
by: _____



Email completed form by clicking **SUBMIT** below.

Mail

Facsimile

Will Pick-Up

Email

I have received and reviewed City's fee schedule. **(initial)**

I understand that I will not receive the requested public record(s) unless and until I have paid the fees estimated by City for providing the requested public record(s). If the estimated fees exceed City's actual cost, the overpayment will be refunded to me. I will pay additional fees to the extent the estimated fees are less than the actual expenses incurred by City. **(initial)**

Signature: _____ Date: _____

For City Use Only

Date Request Received: _____ Time: _____

Estimated Fees: _____

Request Approved – requester notified on: _____ by: _____

- Telephone
- Mail
- Fax
- Email
- In-Person

Request Forwarded to City Attorney For Review – forwarded on: _____ by: _____

Request Denied – requester notified on: _____ by: _____

- Telephone
- Mail
- Fax
- Email
- In-Person

Reason for Denial:

- Office does not maintain record(s)
- Other: _____

Notes:

Request filled by: _____ Date: _____ Fees: _____