

## Procedure for Public Records Request

*This request for public information is a public record, subject to disclosure under the public records laws.*

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

Name of Individual/Department \_\_\_\_\_

Title or Position \_\_\_\_\_

Date of Request \_\_\_\_\_

Contact Information of Person making the request:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ FAX \_\_\_\_\_

E-Mail Address \_\_\_\_\_

I hereby request the following: \_\_\_\_\_

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

Print: \_\_\_\_\_

The City will provide the public with reasonable opportunity to inspect records at the City offices during usual business hours, and reserves the right to require an employee to supervise while inspection occurs.

The City will respond to a written request for public records "as soon as practicable and without reasonable delay."

Pursuant to City of Vernonia Resolutions 14-08, the City charges an administrative fee to cover the cost of research, supervision, inspection, production, reproduction and redaction, if necessary, of City records for distribution to members of the public. Fees are due in advance or at the time of receipt of materials or service.

Payment Received by: \_\_\_\_\_ Fee Paid: \_\_\_\_\_

Date: \_\_\_\_\_ Receipt No. \_\_\_\_\_

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

**Photocopies**

**8 1/2 X 11**

<b>Single Sided</b>	<b>\$0.25 per page</b>
<b>Double Sided</b>	<b>\$0.30 per page</b>

**11 X 17**

<b>Single Sided</b>	<b>\$0.30 per page</b>
<b>Double Sided</b>	<b>\$0.45 per page</b>

<b>Faxes</b>	<b>\$1.00 per page</b>
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**Hourly Rates for Employee Time: These charges include researching, locating, compiling, editing or otherwise processing information and records:**

<b>City Administrator</b>	<b>\$ 50.00 per hour</b>
<b>Planning Director</b>	<b>\$ 50.00 per hour</b>
<b>Public Works Foreman</b>	<b>\$ 45.00 per hour</b>
<b>Police Chief</b>	<b>\$ 45.00 per hour</b>
<b>Finance Officer/Director</b>	<b>\$ 40.00 per hour</b>
<b>City Recorder</b>	<b>\$ 30.00 per hour</b>
<b>Administrative Services Assistant</b>	<b>\$ 25.00 per hour</b>

**The actual cost for delivery of records such as postage and courier fees**

**Actual attorney fees charged to the City of Vernonia for the cost of time spent by an attorney in reviewing the public records, 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 Vernonia may require pre-payment of estimated fees before taking further action on a request.**