



City of Hillsboro
Public Records Request
 150 E Main Street, 4th Floor, Hillsboro, OR 97123
 Phone: 503-681-6144 | Inspections: 503-681-6244
 Fax: 503-681-6469 | www.hillsboro-oregon.gov
 Email: permits@hillsboro-oregon.gov

OFFICE USE ONLY
Date Received:
Date Completed:
Completed By:

REQUESTOR INFORMATION

Requestor Name: _____
 Email: _____
 Phone: _____

PROJECT INFORMATION

Name of Project/Development: _____
 Permit Number(s): _____
 Job Site Address(es): _____

DETAILED DESCRIPTION OF REQUESTED RECORDS

Please include as much information as possible.

AUTHORIZED SIGNATURE

Signature: _____ Date: _____

ORS 192.440(3) authorizes a public body to establish fees to reimburse for actual cost in making public records available. The actual cost may include: a charge for the time spent by the public body staff in locating the public records; reviewing the records in order to delete exempt material; supervising a person’s inspection of original documents in order to protect the records; copying records; certifying documents as true copies; or sending records by special methods such as express mail. The Hillsboro City Council adopted Resolution No. 2582, establishing a system of recovering City expenses incurred in responding to public documents and records requests.

Labor Costs:
 The Building Department searches for the requested items at no cost for 30 minutes. After the first 30 minutes, the cost is \$55 per hour. If the search exceeds 30 minutes, Building Department staff will notify the requestor the estimated time and cost for the records request search. If the requestor chooses to proceed with the request, an email with an online payment link will be provided to the customer prior to continuing the search.

If the requested items are located, Building Department staff will send the requestor the documents via email or send instructions to access the documents via ProjectDox, depending on the size and item requested. Each request is reviewed individually.

Reproduction of drawings or plans:
 Federal law limits the reproduction by the City of a copyrighted work. See, Copyright Act, 17 USC § 101 *et seq.* It may be that copying the work for the builder or his or her successor is allowed by the Fair Use Doctrine exception to the Copyright Act limitations. 17 USC § 107. The City requires a waiver or permission from the copyright owner before reproducing copyrighted works.

The City does allow an inspection of the drawings or plans as it must under the Public Records Law. ORS 192.420. But the City limits copying of this type of record under ORS 192.502(8) (exception from disclosure under Public Records Law for any “public records or information the disclosure of which is prohibited by federal law or regulations.”

OFFICE USE ONLY

Design Professional Approval Required: Yes No N/A **Total Hours:** _____

Please email all requests to permits@hillsboro-oregon.gov