



City Manager's Office  
150 East Main Street  
Hillsboro, Oregon 97123

Telephone: 503-681-6117  
Fax: 503-681-6232

[Hillsboro-Oregon.gov](http://Hillsboro-Oregon.gov)

Email: [Amber.Ames@Hillsboro-Oregon.gov](mailto:Amber.Ames@Hillsboro-Oregon.gov)

## PUBLIC RECORDS REQUEST FORM

Name of Requestor: \_\_\_\_\_  
(Please Print)

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Telephone/Fax: \_\_\_\_\_

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

How would you prefer to have this request fulfilled?

- I would like to inspect the records.
- I would like photocopies made and sent to me.
- I would like electronic copies sent me.
- I would like photocopies made available for pick up.

Will this information be used for commercial purposes? YES  NO

If you have contacted another City of Hillsboro employee about this request, please list his/her name, department and date contacted:

Please include the following when describing the records requested, to the extent known and with as much detail as possible:

- Dates (start to end)
- Title
- Subject matter
- Type of document (reports, memos, correspondence, studies)
- Address of any real property at issue

**Description:**

**Use the back of this sheet if more room is needed. Please attach any additional background information that will help City staff locate represented records.**

**Description** (continued from page 1):

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 cost is based on the staff person's regularly hour wage rate multiplied by the time estimated to respond to the request. An additional percentage will be added as compensation for the actual City benefits received by the staff person. There will be no charge for the first half hour of staff time required to respond to a document request. See Public Records Request Policy and Fee Schedule which covers materials costs, staff time, and reproduction costs.

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Date