



## Information About Obtaining Records

- Oregon Revised Statutes (ORS) 192.430 allows the public body a reasonable time to respond to a records request. The amount of time that is reasonable will depend upon the volume of the records requested, the staff available to respond to the records request, and the difficulty in determining whether any of the records are exempt from disclosure.
- ORS 192.440 (5) authorizes the City to charge fees associated with public records requests.
- The City Recorder may coordinate the response to complex requests as described in Level 3 below.
- **Level 1 Request:** does not require a written request or payment of a fee. Requested document must be current and readily available, require no duplication, may not be subject to the Public Records Fee Schedule, and must require no additional staff time or resources to be made available. These types of documents are intended for public distribution, such as information brochures, agendas, permit applications, job applications, election-related petitions, or solicitations for public comment.
- **Level 2 Request:** must be made in writing. Requested documents are not immediately available. Request must clearly and correctly identify the document, may not require extensive staff research to locate the document, may not include more than 5 documents or 50 pages or documents that are more than one year old. Requested document must be located in a single department or division, may not contain sensitive, confidential, or privileged information, and must not require attorney review prior to release. Cost estimates will be provided and requestor must agree to pay before document retrieval begins. Documents are usually available within 5 business days (not including weekends or holidays). Payment due upon receipt.
- **Level 3 Request:** must be made in writing. This type of request is complex, involving multiple staff and/or departments or divisions. It involves extensive research or compilation of documents, and requires attorney review. The request also may require follow up by staff to identify what is being requested. City staff furnishes written acknowledgment that the request has been received usually within three to five business days and as soon as possible after that provides the requestor a written time and cost estimate for proceeding with the request. The requestor must submit written authorization to proceed and pay the estimated costs before any staff time is expended responding to the request.

Every attempt is made to provide the information for Level 1 Requests on the same day, Level 2 Requests within 7 days and Level 3 Requests within 21 days. The City Recorder will coordinate Level 2 and 3 requests and may request a review by the City Attorney to assess disclosure requirements of the information requested.

After the estimate is given to the requestor, the City Recorder's Office must receive written authorization from the requestor before proceeding with the records request. The requestor will be notified if costs exceed the written estimate given. In addition, a refund will be given if costs are less than estimated.

For more information contact  
Michele Hall, Assistant to City Administrator at 503-845-9291  
[mhall@ci.mt-angel.or.us](mailto:mhall@ci.mt-angel.or.us)

Materials	Fees
8 ½ X 11"	\$ .25 per page/side
8 ½ X 17"	\$ .50 per page / side
11 X 17"	\$1.00 per page / side
CD's	\$5.00 per recording
FAX	\$1.00 first page \$ .25 each additional page
Certified Copy of Document	\$7.00 first page \$ .25 each additional page
<b>Police Department Records may have separate fees in addition to the costs reflected in Resolution 1217. Please inquire directly with the Police Department for those actual fees, 503-845-9294.</b>	