



**Request for Public Records**

22560 SW Pine Street, Sherwood, OR 97140  
Main Phone: 503-625-5522 Fax: 503-625-4254  
City Recorder Phone: 503-625-4246  
Email: CityRecorder@Sherwoodoregon.gov  
Website: www.sherwoodoregon.gov

ORS 192.420 allows for the right of "every person" to inspect any nonexempt public record of a public body in Oregon. The City will endeavor to respond to record requests within five (5) business days and to provide records within fifteen (15) business days. Time required will depend upon the volume of records requested (including other records requests currently being processed by the City), the available staff to respond to the request, and the difficulty in locating and determining whether the records are exempt from disclosure. **Submit your request to the City Recorder's office.**

Date: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City Zip

Please check how you would like to receive the requested records:  
Review at City Offices  Pick Up  Email  U.S. Mail

Have you contacted someone within the City about this request? Yes  No   
Name: \_\_\_\_\_ Dept.: \_\_\_\_\_

**Please make your request as complete and detailed as possible, attach additional page if needed.**

**Purpose of Request:** Some records requests may require a balancing of privacy rights, governmental interests and other confidentiality policies on one hand and the public interest in disclosure on the other. Thus, because the identity and motive of the person seeking the disclosure of a particular public record may be relevant in determining whether a record is exempt from disclosure under a conditional exemption, please give a brief statement as to the purpose of your request. Attach additional page if needed.

**Copyright Disclosure:** I acknowledge that any records provided are provided pursuant to Oregon's public records laws. In the event the records include copyrighted materials, I acknowledge that I must comply with applicable copyright laws.

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

**STAFF USE ONLY**

**Initial Acknowledgement (ORS 192.440(2)(a-c), (within 5 business days)**

- (a) The City is the custodian of the requested records
- (b) The City is not the custodian of the requested records
- (c) The City is uncertain whether the City is the custodian of the requested records

**If Records Cannot be Provided within 15 Business Days**

- The City is still processing the request. Based on the information currently available, the City expects to complete its response by \_\_\_\_\_.

**Other**

- The estimated fee to complete your request is \$ \_\_\_\_\_. A deposit is due in the amount of \$ \_\_\_\_\_.
- Additional information is required in order to process your request: \_\_\_\_\_

**Completed Response**

- City does not possess the requested records
- The requested records are attached or enclosed
- The requested records are exempt under state or federal law: \_\_\_\_\_

The requester may seek review of the City's determination pursuant to ORS 192.450, 192.460, 192.465, 192.470, 192.480 and 192.490.



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Staff time is billed in 15-minute increments according to the calculations shown on the current Fee Schedule, available on the City’s website. An estimate of charges will be calculated and a 50% deposit required upon receipt of requests over \$25. Balance is due upon release of records. Please see the City of Sherwood [Fee Schedule](#) for a complete list of fees.

**Photocopies 8.5 x 11 are \$0.15 single/\$0.25 double Data Disk \$25 each**

**STAFF USE ONLY**

Less than 15 Minutes, No Fee:  Estimated Fee: \_\_\_\_\_ Deposit Amount: \_\_\_\_\_

Request Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Number of pages copied: \_\_\_\_\_ Time Spent: \_\_\_\_\_ Number of Data Disk(s) provided: \_\_\_\_\_

Deposit Paid \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_ Visa/MC \_\_\_\_\_  
Balance Paid \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_ Visa/MC \_\_\_\_\_

Date Record(s) Picked Up: \_\_\_\_\_ Date Provided Electronically: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

ORS 192.440(4) – Authorizes the City to charge fees associated with public records requests.

**Information about Obtaining Records**

**Level 1 Request:** Does not always require a written request and is not likely to incur a fee. Requested documents must be current and readily available and require minimal staff time (less than 15 minutes) or resources to be made available. Records may be in electronic format and easily emailed.

**Level 2 Request:** Request must be made in writing to the City Recorder. Requested documents are not immediately available. Request must clearly and correctly identify the document(s), may not require extensive staff research, records must be held in a single city department or division, may not contain sensitive, confidential or privileged information, and must not require city attorney review prior to release. City provides written acknowledgement that the request has been received and provides a time and cost estimate for proceeding with the request. The requester must pay a 50% deposit of the estimated costs, and the balance is due prior to releasing records. Documents are usually available within 5 business days.

**Level 3 Request:** Request must be made in writing to the City Recorder. Requested documents are not immediately available. This type of request is complex and involves multiple staff and or departments or divisions. It involves extensive research, or compilation of documents and may require City Attorney review. The request may also require staff follow up to identify requested documents. City provides written acknowledgement that the request has been received and provides a time and cost estimate for proceeding with the request. The requester must pay a 50% deposit of the estimated costs, and the balance is due prior to releasing records. City may need 15 or more business days to complete the request and will communicate with the requester if more time is needed.

The City attempts to fill Level 1 Requests within 1-3 business days, Level 2 Requests within 5 business days and Level 3 Requests within 15 business days after the requester has authorized proceeding and the submitted payment or a deposit. The City Recorder will coordinate Level 2 and Level 3 requests and may request review by the City Attorney to assess disclosure requirements. The requester will be notified if costs exceed the written estimate provided. A refund will be issued if actual costs are less.

**Forms of Payment:** The City accepts cash, check (payable to the City of Sherwood), and credit card (including over the phone). A receipt of the deposit will be provided to the requester, as well as a receipt for final payment.