

**CITY OF BOARDMAN  
REQUEST FOR PUBLIC RECORD**

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

I, \_\_\_\_\_, pursuant to ORS 192.410-192.505, am requesting the following public record (s) from the City of Boardman:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

The City shall respond to all public document requests within seven days or sooner, or within seven days, explain why more time is needed for a full response.

If any material contained in this request is exempt from disclosure, the City will provide the name of the document and the reason for the exemption.

\_\_\_\_\_  
Signature of Requester

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

\_\_\_\_\_  
Phone Number

**FEE CHARGES**

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 City of Boardman Council adopted Resolution 8-2006, establishing a system of recovering the City's expenses incurred in responding to public documents and records requests.

**Labor Costs:**

The cost estimate for staff time shall be based on the staff person's regularly hour wage rate multiplied by the time estimated to respond to the request. There shall be no charge for the first half hour of staff time required to respond to a public records request.

**All Fees must be paid before public records will be released.**

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For Office Use Only:

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

Date of Response to Request: \_\_\_\_\_

Action Taken: \_\_\_\_\_

Cost: \_\_\_\_\_

## Fee Schedule

<b>Description</b>	<b>Fee</b>
<b>Photocopies:</b>	
8.5" x 11" (Letter) each side	\$0.05
8.5" x 14" (Legal) each side	\$0.10
11" x 17 (Tabloid) each side	\$0.15
Fax, per page, outgoing	\$1.00
Fax, per page, incoming	\$0.50
Zoning Map, each	\$1.00
Compact Disk, each	\$1.00
Envelope, #10, unused, each	\$0.10