



PUBLIC INFORMATION / RECORDS REQUEST

The definition of “Public Records” and the rules regarding their release are set forth in ORS 192.410 through 192.505 and in the Oregon Attorney General’s Public Meetings and Records Manual. Although public records can usually be disclosed, there are a number of limited circumstances under which a public body either must or may decline to release certain information.

Please provide the following information:

Requestor’s Identity:

Name: _____

Address: _____

Phone: _____

Signature: _____ Date: _____

Requested Information/Record(s): Please give a brief statement describing the requested information/record(s), being specific enough for the City to determine the nature, content and probably department within which the record(s) you are requesting may be located:

Routine requests will be handled within the Department. More complex written requests, or requests that implicate application of statutory exemption from disclosure shall be submitted to the City Attorney for response. The City Attorney’s response will be pursuant to the City of Tangent policy for requests, inspection and copying of City Records. A copy of such policy is available for your review. In most cases, there will be a fee charged for providing this service. Payment of the fee for meeting your request must be received prior to the requested materials being released. You will be advised by the City Coordinator and/or his/her designee of the fee required for your request.

Date processed: _____

Number of copies: _____ @ _____

Staff Time: _____ hours @ _____

Total Paid: _____