



Public Records Request Form

City of Aurora | 21420 Main Street NE | Aurora, OR 97002

PH 503-678-1283 | FX 503-678-2758

Requestor's Name

Name of Organization (If applicable)

Address

City

State

Zip

Daytime Phone No.

E-mail address

Date of Request

The City of Aurora acknowledges receiving this request for the following public records. Please be as specific as possible in describing the requested records, as this will speed the search and reduce requestor's cost.

If actual cost of producing records is less than estimated, City will refund the balance to requestor. If actual cost exceeds estimate by less than \$25, requestor agrees to pay balance due. If actual cost is likely to exceed estimate by more than \$25, City will so inform requestor and ask whether requestor wishes City to continue the retrieval process. Documents will be provided to requestor upon payment of balance due.

I authorize the City of Aurora to proceed with my request for public records and agree to the conditions set forth herein.

Signature

Staff response (check applicable box and initial)

[] City is not in possession of requested record(s).

[] City is in possession of one or more requested records.

[] City is uncertain it has record(s) requested.
Estimated time to ascertain if City has requested records:
Estimated cost to ascertain possession:

Estimated time to complete search:
Estimated cost to provide record(s):

[] Requested records are exempt from disclosure under state or federal law.

Office Use

Date completed Date Notified Date Received
Compiled by Prepayment Received Received By
Actual Cost \$ Refund Due \$ Balance Due City \$

City of Aurora

Date Issued: Jan-1-2018
Public Records Requests

In accordance with ORS 192.410-192.505 and SB 554 & SB 481, Oregon Public Records Law, city staff shall respond to public records requests as follows:

1. Where records or documents are readily at hand, staff labor costs need not be calculated and the records shall be provided at no charge; if photocopying is required, the charge will be 15 cents per side for black and white copies and actual costs for other documents that may require outside reproduction;
2. Requests for public records not immediately available and requiring staff research shall be submitted in a Request for Public Records Form provided by the City;
3. It is the City's policy, in accordance with state law, to recover its actual costs for retrieval of documents not immediately available or requiring staff research. To be fiscally responsible to all we typically do not waive fees;
4. Where actual costs in excess of \$ 25.00 are likely to be incurred, staff shall estimate the expected costs, based on the estimated time and hourly rate of pay of the staff members who are assigned to recover the records or information requested, together with estimated photocopying or printing costs;
5. The estimate of expected costs shall be provided to the requestor by staff in writing on the Request for Public Records Form according to ORS 192.440 (3)(2) within 5 days ORS 192.440 (4)(3)(a) est. of fees;
6. Staff will collect from the requestor prepayment of the estimated charges before taking further action on the request;
7. Should the actual cost of responding to the request be less than estimated, a refund will be made to the requestor;
8. Should the actual cost of responding to the request exceed the estimate by less than \$25.00, requestor shall pay balance due;
9. If it appears in the course of retrieving records that actual costs are likely to exceed the initial estimate by more than \$25.00, staff will so inform requestor, provide an estimate of additional cost, and ask whether requestor wishes City to continue the retrieval process. Documents will be provided to requestor upon payment of balance due;
10. Upon receipt of the cost estimate per ORS 192.440 (4)(3)(a) City has 10 days to respond/complete ORS 192.440(4)(5) unless exempt 192.440(4)(6);
11. The 10 day time frame stops while staff awaits a response from requester ORS 192.440 (4)(4)(a);
12. Requester has 60 days to respond for additional information or send payment before request is closed ORS 192.440 (4)(4)(b);
13. Public records requests may be submitted to the City Recorder or the Finance Director.
14. Public records search requests will be coordinated by the City Recorder.
15. This policy supersedes previous public records administrative policies of the City of Aurora.

City of Aurora Administrative Fee Schedule
Resolution 639 & 640 (12/13/2011)
Sections 2 & 14

That the official Administrative Fee Schedule for the Aurora Administration and Finance Office shall be as follows:

Staff Time	\$ 25.38 per hour
City Attorney Time	\$180.00 per hour
Envelopes	\$.75 per envelope
Paper	\$.15 each
Postage/Stamps	Actual cost at Current Postage Rate
Certified Mail	Current Rate by weight
Mileage	Current IRS Rate
City Budget	\$ 15.00 per copy
DVD or CD	\$ 5.00 plus staff time to gather information and/or documents.
Municipal Code	\$ 95.00 per copy
Comprehensive Plan	\$ 45.00 per copy
Historic District Guidelines	\$ 45.00 per copy
Water System Construction Charges	\$ 50.00 per copy
Transportation Plan	\$ 45.00 per copy
Water System Master Plan	\$ 65.00 per copy
Wastewater Facilities Master Plan	\$ 65.00 per copy
Waste Water Collection and Treatment System Operations and Maintenance Manual (Staff Time and Copies)	\$ 155.75 per copy
Wastewater Treatment System Maps (Copies of all 42 maps)	\$ 125.00 per set