

## PUBLIC RECORDS REQUEST INFORMATION

- Most information about the Eugene Toxics Right-to-Know Program is available online at [www.eugene-or.gov/toxics](http://www.eugene-or.gov/toxics) at no charge.
- When responding to a public records request, the Eugene Toxics Right-to-Know Program complies with state law and the City of Eugene's (hereafter referred to as the City) adopted public records policy and adopted fee schedule.
- Oregon Revised Statutes (ORS) 192.440(4) authorizes the City to charge fees associated with public records requests. The fees charged by the Eugene Toxics Right-to-Know Program for Public Records Requests are established by Administrative Order No. 21-05-06-F.
- Unless the request is to **view** a current case file that is readily available to City staff, all public records requests must be in writing. Any request related to the viewing of a current case file that will incur a charge (such as a request for a certified copy or a request for copies of more than 5 pages) must be submitted in writing.
- Upon receipt of a written public records request, the City will provide the requester with a written receipt of the request in accordance with state law.
- Documents responsive to requests for current cases and cases dispositioned in 2009, 2010 or 2011 will normally be available within 3 working days (not including weekends or holidays).
- Documents responsive to requests for cases dispositioned in 2008 or before will normally be available within 3-7 working days (not including weekends or holidays).
- Requests for case files dispositioned in 2008 or before require an archives search by City staff and will incur a research fee based on the time that it takes staff to respond to the request. Research time is charged at \$31.63 per hour (with a 30 minute/\$15.82 minimum). When possible, City staff will combine archives searches so that multiple requesters can share the cost of the research time fee; when this is possible, the research fee may be less than the \$15.82 minimum.
- Requests that require City staff to follow up with the requester to identify what is being requested may incur a research fee at \$31.63 per hour (with a 30 minute/\$15.82 minimum).
- The City will not release records responsive to a public records request until the requester has paid the required fees.
- The City will not release any records or information when disclosure is prohibited or restricted by federal or state law. Pursuant to ORS 192.502(8), prior to releasing any records, the City will redact information that has been deemed confidential by federal law, including social security numbers and protected health information obtained by covered entities. Pursuant to ORS 192.502(9)(a), the City will redact information that has been deemed confidential by state law, including drivers license numbers.
- For further information regarding the City's Public Records Request Policy and Fee Schedule refer to Administrative Order Nos. 21-05-06-F and 21-04-01. This information can be obtained at the City of Eugene's website ([www.eugene-or.gov](http://www.eugene-or.gov)), or by contacting the City Recorder at 541-682-5042.



**PUBLIC RECORDS REQUEST FORM**

Completed requests may be faxed to 541-682-7116, mailed or submitted to: Eugene Toxics Board, 1705 W 2<sup>nd</sup> Avenue, Eugene, OR 97405. You may also submit a records request form located at the Eugene Toxics Right-to Know Program website: <http://www.eugene-or.gov/toxics>. When mailing, emailing or faxing a request, if you have an email address to which we can send confirmation that we received your request, please provide it in the space below.

**Date of Request:**

**Date Needed:**

**Requested By:**

Name:

Address:

Telephone Number:

Email Address:

**Please designate one of the following:**

Requestor will pick-up

Send documents via interoffice mail

Call requestor when complete

Fax to:

Mail documents to requestor

Email documents to requestor

Put documents in In-Box (City staff and contractors only)

**Type of Request:**

**Record Requested:**

Copies

Copy of Citation

Certified Copy

Copy of Complaint

Other:

Disposition Information

Docket

Other:

<b>COPIES</b>	<b>FEE PER PAGE</b>	<b>MAILING / POSTAGE</b>
0 - 5	No Charge	No Charge
6 - 10	.25 Cents	\$1.00
11 - 30	.25 Cents	\$1.50
31 - 60	.25 Cents	\$2.50
61 or More	.25 Cents	Actual Cost of Postage

<b>For Office Use Only</b>		
<b>Charges</b>		
Copies		*includes postage if applicable
Fax or Email		\$2.00 flat fee plus \$0.25 per page
Certification		\$5.00 additional per record document
Records Staff Research		\$31.63 per hour (30 minute minimum). Fee for staff time required to locate, summarize, compile or tailor a record and any standby time incurred while the requestor is inspecting the record (per Administrative Order 21-05-06F). This applies to all files retrieved from Archives.
Computer Research		\$37.63 per hour (30 minute minimum). Fee for computer programming, report generation, etc. Based on the Step 3 hourly rate of an Application Support Technician.
<b>TOTAL DUE:</b>	<b>\$</b>	

**Completed by:** \_\_\_\_\_

**Date:** \_\_\_\_\_