



City of Sisters PUBLIC RECORDS REQUEST PROCEDURE

Procedure for Obtaining Copies of Public Records

1. Request a *Public Records Request Form* by phone, fax, writing, email or in person at Sisters City Hall.
2. Fill out the request form completely, providing as much detail as possible to the document(s) you are requesting.
3. Submit the request to the City Recorder.
4. If the request will require more than minimal time for City Hall staff to locate or make copies the City Recorder will inform you of the estimated fee before the research is initiated.
5. If the estimated time to locate or make copies will exceed one hour, a deposit up to \$100 will be required prior to initiating the work. When the deposit has been used staff will contact you for authorization to continue the research.
6. Upon completion of the research you shall pay any additional costs owed to the City, or in the case of a refund, the City will refund any unused portion of the prepayment.

Kathy Nelson, City Recorder
PO Box 39
Sisters, OR 97759
knelson@ci.sisters.or.us
541-323-5213 – phone
541-541-0561 - fax