

PUBLIC RECORDS REQUEST FORM



CITY OF SISTERS

Name of Requestor

Phone Number

Date:

Mailing Address:

Signature

Records/Documents Being Requested (Please be specific): _____

Record requests shall be in writing and submitted to the Sisters City Recorder

- The City is not in possession of the requested record
 Additional information is required to process your request. Please provide the following:

- _____
 Copies of the requested records are enclosed
 The City is in possession of at least some of the requested records.
It will take approximately _____ to provide the records.
The estimated cost is \$_____.
 It is uncertain if the City is in possession of the records.
It will take approximately _____ to search for the records.
 The public records requested are exempted from public disclosure under state and federal law.

Info Compiled By: _____ Date Completed: _____
Amount Due: \$ _____ Date Notified: _____
Date Picked Up: _____ Receipt #: _____

A fee of \$32.33 per hour will be charged for any public document request that requires more than minimal time for City Hall staff to locate and/or produce copies. CDs will be produced at a cost of \$10.00 per recording and copies may be charged at a cost of \$1.00 for the first page and \$.25 per additional page. If the estimated time will exceed one hour, the individual making the request shall pre-pay up to \$100 of the estimated fee before the research is initiated. When the deposit has been depleted staff will contact the applicant for authorization to continue the research. Upon completion of the research the requestor will pay any additional costs based on the actual time spent on the request. The City will refund any unused portion of the prepayment.

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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, or download the form from the City Recorder web page on the City's website: http://www.ci.sisters.or.us/departments/city_manager/city_recorder.html.
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