 **2020 Public Records Request Form**  
City Recorder  
P.O. Box 970  
(503) 537-1283  
[cityrecorder@newbergoregon.gov](mailto:cityrecorder@newbergoregon.gov)

Under state law, every person in Oregon has a right to inspect any nonexempt public record. For general public records requests, send to [cityrecorder@newbergoregon.gov](mailto:cityrecorder@newbergoregon.gov). The public records request policy is set by Resolution 2017-3417, and costs are established by the annual Master Fee schedule approved by City Council. For Court requests, send to [wendy.looney@newbergoregon.gov](mailto:wendy.looney@newbergoregon.gov). For Police Department requests, use form on Page 3.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pursuant to ORS 192.311-192.478, I request inspection of the following records:  
(Please be specific and provide as much detail as possible, including date ranges and key words).

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How would you like to receive these records?   
🞎 E-mail 🞎 Mail 🞎 Pick-up at City Hall 🞎 Make appointment to view at City Hall.  
  
By signing this form, I am aware that there may be costs related to this request based on the fee structure adopted by the City Council, and I am aware that I will be notified by the City if any fees need to be paid to complete this request.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requestor signature Date