



PUBLIC RECORDS REQUEST FORM (PLEASE PRINT CLEARLY)

For General City Records Please return to the City Recorder PO Box 970, Newberg, OR 97132 Voice (503) 537-1283 Fax (503) 537-5013 cityrecorder@newbergoregon.gov	For Fire Records Please return to the Fire Dept. 414 E. 2 nd St., Newberg, OR 97132 Voice (503) 537-1230 Fax (503) 554-7750 nfd@newbergoregon.gov	For Court Records Please return to the Court Administrator PO Box 970, Newberg, OR 97132 Voice (503) 537-1203 Fax (503) 538-5393 wendy.looney@newbergoregon.gov
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Requester Name: _____ **Today's Date:** _____

Mailing Address: _____

Telephone: _____ **Email:** _____

Records Being Requested: (Please be as specific as possible and attach another sheet if needed)

ORS 192.440(3)(a) authorizes the City to charge fees associated with public records requests. For details please refer to the City's Public Records Fee Schedule in [Resolution No. 2008-2771](#). Every attempt will be made to provide the requested records in a timely manner. ORS 192.430 allows the public body a reasonable time to respond to a records request. The amount of time that is reasonable will depend upon the volume of the records requested, the staff available to respond to the records request, and the difficulty in determining whether any of the records are exempt from disclosure.

In accordance with ORS 192.440(2), this is to acknowledge our receipt on _____ Date

By _____ Name, **of your above requested records.**

Having reviewed your request, we are able to inform you that:

- The City of Newberg is the custodian of at least some of the requested public records. We will provide an estimate of the time and fees for disclosure of the public records within a reasonable time.
- The City of Newberg is the custodian of at least some of the requested public records. We estimate that it will require _____ business days before the public records may be inspected or copies of the records will be provided. We estimate that the fee for making the records available is \$ _____, which you must pay as a condition of receiving the records.
- Copies of all requested public records for which the City of Newberg does not claim an exemption from disclosure under ORS 192.410 to 192.505 are enclosed.
- The City of Newberg does not possess/is not the custodian of the requested record(s).
- The City of Newberg is uncertain whether we possess the requested record(s). We will search for the record and make an appropriate response as soon as practicable.
- State/Federal law prohibits the City of Newberg from acknowledging whether the requested record(s) exist(s) per _____.
- The City of Newberg is unable to acknowledge whether the requested record(s) exist(s) because that acknowledgement would result in the loss of _____.

Staff completing request: _____

Date response to request was *mailed / emailed / faxed / given to personally* (circle one): _____