

City of Tangent

Public Records Request Form (ORS 192.311 to 192.431)

This is a request to:

- Obtain a copy of public record(s)
- Inspect public record(s)

- This request relates to pending litigation
 - The City of Tangent is a named party
- Case number: _____

Requestor's Name	Phone
Business	Fax
Street	E-mail
City/State/Zip	

Describe the public record(s) you wish to inspect or obtain copies. Be as specific as possible, include document titles, range of dates, subjects, parties, senders, recipients, etc.:

I understand that certain public records and information are exempt from disclosure. See ORS 192.340 to 192.398 and TMC 2.30.040 for more information.

I understand that I will be responsible for paying the City's reasonable costs incurred in responding to this request, including a charge for the cost of staff and/or contract professional time. I understand that if the City's cost of responding is more than a nominal amount, I will have to pay a \$25 deposit to cover those costs. If the estimated fee for responding exceeds \$25, the city will first provide only a cost estimate and will defer any further action until I confirm in writing that I wish the city to proceed and I pay the estimated response cost. See TMC 2.30.050 for more information. My signature indicates that I have read, understand and agree to these terms.

Requestor's Signature:	Date
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Requestor Name: _____ Date Submitted: _____

ADMINISTRATION *(This section for City of Tangent employee use only):*

Records Request Received on _____, **by** _____.

Estimated Staff Time

Position	Rate	Time	Total
City Manager	24.03		
City Finance Director	25.01		
City Planner	\$73.00		
City Engineer	\$140.00		
City Attorney	\$220.00		

Fees

___ pages x \$0.25 \$ _____ Total Staff Time \$ _____ Total Estimate \$ _____ Payment Received: \$ _____	___ pages x \$0.25 \$ _____ Total Staff Time \$ _____ Actual Total \$ _____ Refunded or Additional Due: \$ _____
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Signature of City Manager

Date