

City of Coos Bay  
Finance Department

500 Central Avenue, Coos Bay, OR 97420  
Phone (541) 269-8915 (ext. 204) -- Fax (541) 267-5912  
<http://www.coosbay.org>



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PUBLIC RECORDS REQUEST FORM

Name of Requestor: \_\_\_\_\_  
(Please Print)

Date of Request: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Will this information be used for commercial purposes? YES \_\_\_\_\_ NO \_\_\_\_\_

Have you contacted any other City of Coos Bay employee about this request? If yes, please list name/department/date contacted.

\_\_\_\_\_  
Records/Documents Being Requested (Please be specific):

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

Use the back of this sheet if more room is needed. Please attach any additional background information that will help City staff locate requested records.

No. 14 of the City of Coos Bay Administrative Directives, Subject: Public Records Policy states that Resolution 99-26 establishes the public records policy for the City of Coos Bay. Furthermore, the Public Records Law, ORS 192.440 authorizes a public body to establish fees to reimburse for the actual cost in making public records available. Specifically Section (e), Research Fees states: "If a request for records requires the city personnel to spend more than 15 minutes searching or reviewing records prior to the review or release for copying, the fee shall be the actual cost to the city, with the minimum charge one-quarter hour. **The City shall estimate the total amount of time required to respond to the records request, and the person making the request shall make payment for the estimated cost of the search and copying in advance.**"

**Fees for Public records:**

**Copies:**

- \$0.25 - Regular per copy (standard, letter size)
- \$10 - Certified per copy (additional to regular charge per copy)
- \$25 – Sound and Video Recordings (per copy charge)
- \$20 – Police Investigative Reports (up to 15 pages – \$1 per Page greater than 15)
- \$5 – Certified Copy per page Police Report
- \$25 per hour minimum – Audio Recording
- \$40 per copy – Police Video Recording
- \$25 per CD Copy
- \$40 – Card Room Application Background Check
- \$10 – Criminal History Record Check for Non-Profits (not law enforcement)
- \$35 – Intrusion Alarm Permit
- Non-Standardized Copies such as Maps, etc. - Actual City Costs

**Mailing:**

Normally regular first class postage plus certification and return receipt  
 Special methods as requested such as express mail, UPS and Fed Ex

**Labor:**

- Rate: Weighted Wage (hourly rate plus benefits)
- Time: (1/4 hour increments)
- Locating public records
- Reviewing records in order to delete exempt material
- Supervising a person's inspection of original documents in order to protect the records
- Copying records
- Certifying documents as true copies
- Coordinating the printing of plan documents
- Sending records by certified mail to assure their receipt
- Sending records by other requested special methods such as express mail
- Administrating written communication between requestor and records department

Signature: \_\_\_\_\_

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

City/State/Zip \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

\*\*\* For City Public Records Request Manager to Complete\*\*\*

Estimated Cost: \_\_\_\_\_ Actual Cost: \_\_\_\_\_

Advance Payment Date: \_\_\_\_\_ Copies: \_\_\_\_\_

Estimated Completion Date: \_\_\_\_\_ Mailing: \_\_\_\_\_

Balance/Refund: \_\_\_\_\_ Labor: \_\_\_\_\_