City of Florence
250 Hwy 101
Florence, OR 97439
(541) 997-3437 (TTY)
(541) 997-4109 FAX

PUBLIC RECORDS REQUEST FORM

Name: _____ **Date Requested:** _____

Address: _____

Telephone/Fax: _____ **E-mail:** _____

Will this information be used for commercial purposes? YES NO

Have you contacted any other City of Florence employee about this request? If yes,

name of employee contacted _____

Records/Documents Being Requested

_____

_____

_____

_____

Please attach any additional background information that will help City staff to locate the records requested

Please see reverse side for important information about the City of Florence's Public Records Request Policies and Procedures

For Staff Use

Information provided via

- G Telephone
- G E-mail
- G Letter
- G request completed by _____ on _____

Information About Obtaining Records

- Oregon Revised Statutes (ORS) 192.440(5) authorizes the City to charge fees associates with public records requests.

- The City Recorder may coordinate the response to complex requests as described in Level 1 below.

- **Level 1 Request:** does not require a written request or payment of a fee. Requested document must be current and readily available, require no duplication, may not be subject to the Public Records Fee Schedule, and must require no additional staff time or resources to be made available. These types of documents are intended for public distribution, such as information brochures, agendas, permit applications, job applications, election-related petitions, or solicitations for public comment.

- **Level 2 Request:** must be made in writing. Requested documents are not immediately available in pre-prepared format. Request must clearly and correctly identify the document, may not require extensive staff research to locate the document, may not include more than 5 documents or 50 pages or documents that are more than one year old. Requested document must be located in a single department or division, may not contain sensitive, confidential, or privileged information, and must not require attorney review prior to release. Cost estimates will be provided and requestor must agree to pay before document retrieval begins. Documents are usually available within 72 hours (not including weekends or holidays). Payment due upon receipt.

- **Level 3 Request:** must be made in writing. This type of request is complex, involving multiple staff and/or departments or divisions. It involves extensive research or compilation of documents, and requires attorney review. The request also may require follow up by staff to identify what is being requested. City staff furnishes written acknowledgment that the request has been received within 72 hours and as soon as possible after that (usually within one week), provides the requestor a written time and cost estimate for proceeding with the request. The requestor must submit written authorization to proceed and pay the estimated costs before any staff time is expended responding to the request.

  Every attempt is made to provide the information within 30 days. The City Recorder coordinates Level 1 Requests and may request a review by the City Attorney to assess disclosure requirements of the information requested.

  After the estimate is given to the requestor, the City Recorder's Office must receive written authorization from the requestor before proceeding with the records request. The Requestor will be notified if costs exceed the written estimate given. In addition, a refund will be given if costs are less than estimated.

For more information contact
Kelli Weese, City Recorder
541-997-3437
Kelli.weese@ci.florence.or.us