

PUBLIC RECORDS REQUEST

Public record requests shall be processed pursuant to ORS 192.440–505 and applicable City of Garibaldi policies. Processing fee will be calculated prior to production of the request, with a written estimate to be approved by the requestor prior to production of the records if the estimate exceeds \$25.00. The estimate must be paid to the City prior to production of the records. Any excess paid over actual cost will be refunded to the requestor upon completion of providing the documents requested. Records requests eligible for fee waiver must be accompanied by a Fee Waiver Request Form (GF-116-10). Please allow a minimum of ten business days for processing records requests.

Return completed form to: City Hall, City of Garibaldi, P.O. Box 708, Garibaldi OR 97118 or to city@garibaldi.gov.

Requestor Information

Name		Daytime Phone	
Address		Fax	
City, State, Zip		E-Mail	
Preferred delivery format: <input type="checkbox"/> E-mail <input type="checkbox"/> First Class Mail			

Records Requested

Address	
Map / Tax Lot	
Date Range	
Specific Data / Records Requested	

FOR OFFICE USE ONLY

Date Received:	Date Processed:
Fees: Estimate _____ <input type="checkbox"/> Approved <input type="checkbox"/> Fee waived	Request No.: