



City of Maupin PO Box 308 / 507 Grant Ave Maupin OR 97037 541.395.2698

## **Public Records Requisition Policy**

A request for public records that are in the custody of The City of Maupin may be made by submitting the Records Requisition Form in person, via mail, or via email: [cityrecorder@cityofmaupin.org](mailto:cityrecorder@cityofmaupin.org)

City of Maupin follows all State of Oregon public records laws. ORS 192.410-192.505.

We endeavor to process your request in a timely manner. Receipt of the Records Requisition Form will be acknowledged within 24 hours during the working business week.

For requests exceeding 15 minutes of staff time to fulfill, the City Recorder will prepare a Fee Quote. For records requiring City Attorney review, the City Recorder will prepare a Fee Quote. Fee Quotes will need to be approved, and fees prepaid, by the requester prior to the City of Maupin staff working on the requisition.

Once fees are paid, the City Recorder will provide a time estimate for delivery of the records requested.

Any records found to be exempt from disclosure will be reported to the requester and state statute provided. No prepaid fees will be refunded.

## **Public Record Requisition Fees**

\$0.25 per page for black and white photocopies, \$0.50 per page for color photocopies

\$2.50 per e-mail sent

Records available in electronic format may be requested on a USB drive at a charge of \$10 for 8 GB of data.

The actual cost for physical delivery of records (postage)

\$5.00 for each notarized true copy certification.

Labor charges include researching, locating, compiling, redacting, editing or otherwise processing information and records:

No charge for the first 15 minutes of staff labor.

Beginning with the 16th minute, staff labor charge is \$50.00 per hour, prorated for 15-minute increments.

Attorney labor charge is \$170.00 per hour, one hour minimum charge. Additional time prorated for 15-minute increments.



Received:	
24 Hour Acknowledgment:	
Quote?	Y / N
Submitted Quote:	
Request Fulfilled:	

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### Record Requisition Form

**Requester:** \_\_\_\_\_

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

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

Record Name & Description	Inspect	Copy	Email	USB	Mail

Please attach additional requested records in list format or supporting documents to this form.

I request the above records of The City of Maupin be made available to me in the formats indicated. I have read and agree to The City of Maupin Records Requisition Policy and Fees.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date