



SILVER FALLS LIBRARY DISTRICT
 410 S. WATER ST., SILVERTON, OREGON 97381

PUBLIC RECORDS REQUEST FORM

Attention requestor: This form is for requesting public records held by the Silver Falls Library District. The District shall respond to requests within five (5) business days acknowledging the receipt of the request. Upon request, an estimated cost will be provided. If the time required to respond to the request shall exceed ten (10) business days, the requester shall receive written notification. If the request is denied, specific reason(s) will be given. To expedite a request, please complete all information in the fields provided.

First and Last Name or Organization	Date of Request
Mailing Address, including City and State	Zip Code
Email	Phone Number
Information/Public Record Being Requested: Be specific about dates, subject matter, and other details that would assist in locating records sought.	Dates or date ranges of requested records.

How do you want to view the documents? Email Mail Pick Up View on Site

I agree not to use or share any information pertaining to the records requested other than for lawful purposes. I understand that every person has the right to inspect any public records of a public body in this state, except as otherwise expressly provided by ORS 192.345-192.355. Further, I understand that fees will be charged to reimburse the Library District of its actual cost in making the records available. Such calculation may include staff time, costs for summarizing, compiling, or tailoring a record to meet my request. I hereby request the Silver Falls Library District produce, as best to their ability the records specified above. Payment in advance is required for charges estimated to be in excess of \$10.00 US dollars.

Signature of Requestor

Send request to: Mail: 410 S Water St., Silverton, OR 97381, or Email: christy.davis@crls.org
Questions: Call 503-873-5770

ORS 192.324(4)(a) authorizes a public body to establish fees to reimburse for actual costs in making public records available. The actual cost may include: a charge for the time spent by the public body's staff in locating the public records; reviewing the records in order to delete exempt materials; supervising a person's inspection of the original documents in order to protect the records; certifying documents as true copies; or sending records by special methods such as express mail. The Silver Falls Library District policy manual allows for the system of recovering District expenses incurred in responding to public documents and records requests.

Upon request, an estimate of costs for staff time will be made, and if the time required to respond to the request exceeds that estimate, the requester will be informed prior to the research continuing. The District requires payment in advance for charges estimated to be over \$10.00. If the actual cost of responding to the request is less than the estimated cost, then the balance of the deposit shall be promptly refunded.

Additional Charges: If a request is of such magnitude and nature that compliance would disrupt the District's normal operation, the District may impose such additional charges as are necessary to reimburse the District for its actual costs of producing the records.

Reduced Fee or Free Copies: Whenever it determines that furnishing copies of public records in its possession at a reduced fee or without costs would be in the public interest, the Library Board or District Director may so authorize. ORS 192.440(4).

Type of Record	Fee
8.5 X 11 (black on white)	\$0.15 per page
8.5 x 11 (color)	\$0.30 per page
Nonstandard document	Actual reproduction cost
Fax	\$1.00 per page
Research request (up to 30 minutes)	Reproduction costs only
Research request over 30 minutes	Reproduction costs + staff hourly wage (including benefits)

For Library District Use Only

Date Received		Referred to	
Date of Acknowledgement		# of copies made	___X___per page
Date records sent to requestor		# of research hours	___X___ hourly rate
		Total fees	\$ _____