

PUBLIC INFORMATION/RECORDS REQUEST
City of Cave Junction

The definition of "Public Records" and the rules regarding their release are set forth in Oregon Revised Statute 192.410 through 192.505 and in the Oregon Attorney General's Public Meetings and Records Manual. Although public records are usually available for disclosure, there are a number of limited circumstances under which a public body either must or may decline to release certain information.

Written requests are required for all information review or record requests. Routine requests will be handled by the Administration Department. Requests that implicate application of statutory exemption from disclosure shall be submitted to the City Attorney for review.

There will be a fee charged for providing these services. Estimated charges for records requests will be provided and payment in full is required prior to the City releasing any records/information. A fee schedule is reflected in the City policy which is available upon request.

The following information is required:

1. Name: _____ Phone: _____
Mailing Address: _____

2. Information / Records requested: (Provide a brief statement describing the requested information. Be specific enough for the City to determine the nature, content and department to correctly identify and locate the record(s) you are requesting.):

3. Purpose of Request: The identity and motive of the person seeking disclosure of a particular public record may be relevant in determining whether a record is exempt for mandatory disclosure under a conditional exemption, provide a brief statement as to the purpose of the request:

Signature: _____

Date: _____

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OFFICE USE ONLY:

Date Request was completed: _____