

**PORT OF ST. HELENS
PUBLIC RECORDS REQUEST
[Standard Form]**

REQUESTOR INFORMATION:

DATE: _____

Request is for: inspection of public records copies of public records

Name: _____

Mailing Address: _____

City, State, Zip: _____

Email Address: _____ Daytime Phone: _____

Preferred Method of Contact: Mail Phone Email _____

If available, do you wish to get a certified copy of the records requested? Yes No

PUBLIC RECORD INFORMATION:

What type of records are you requesting? (e.g., annual report, aerial photos, meeting minutes, correspondence, staff reports, etc.) Be as specific as possible. If you need more room, please attach additional sheets of paper.

For what time frame? (July 1994 to present; most current; last two years, etc.) _____

NOTE: Public records are writings containing information relating to the conduct of the public's business. Writings include handwritten, typed, photographed, electronic or otherwise recorded words, letters pictures, sounds, symbols or combinations of any of these mediums. ORS 192.410. There are numerous exceptions to the public records laws which allow a public body to refuse to disclose public records. ORS 192.501, 192.502. Public bodies are not required to explain or answer questions about their public records, nor are they required to create public records where none exist. Public bodies are required to make available for inspection and copying, subject to any applicable exemptions, only those records that exist at the time of the request.

NOTE: There is no charge to you for making a public records request and receiving an estimate of the cost to fulfill your request. The Port may need five business days to initially respond to your request. The first contact from the Custodian of the Records will be to advise you of the estimated costs involved in fulfilling your request, which must be prepaid before any further work is performed in completing your request. No public record request will be processed absent prepayment of the estimated cost. Once paid, the Custodian will contact you 1) when the records you requested are ready for your review; 2) to provide a date when the records can be reviewed or picked up; or 3) to advise that the request is being denied. If the Port denies your request to review the public record(s), a written explanation of the reason for denial will be forwarded to you by the Custodian within a reasonable amount of time.

After you receive the estimate of the cost to fulfill your request, full payment of the total amount of costs incurred is required before the public record(s) is/are inspected or copies are released. **YOU WILL BE REQUIRED TO PAY THE COSTS OF PROCESSING YOUR PUBLIC RECORDS REQUEST EVEN IF NO RECORDS ARE FOUND, OR IF THE RECORDS ARE EXEMPT FROM DISCLOSURE.**

Most records are available for public inspection but are Port of St. Helens property. **NOTHING CAN BE ALTERED, ADDED OR REMOVED FROM THESE RECORDS.** Photographing documents is not permitted. Allowing the inspection and/or copying of public records in the custody of Port of St. Helens is not meant to waive or restrict any copyright, proprietary, confidentiality, privilege, exemption from disclosure, or other rights in said documents.

I HAVE READ AND AGREE TO COMPLY WITH THE ABOVE CONDITIONS. And further agree to pay the cost of fulfilling this Public Records Request according to the conditions set forth above and Resolution 2008-15 or any amendment thereto or revision thereof, of the Port of St. Helens Board of Commissioners. These costs may include the cost of locating records, reviewing records to delete exempt material, supervising the inspection of records, copying records, certifying records and mailing records, including the costs of searching for records regardless of whether staff was able to locate the requested records.

Signature

Date

NOTES OF CUSTODIAN: _____

