



City of Springfield  
City Recorder  
225 Fifth Street  
Springfield, OR 97477  
541.726.3700  
541.726.2363 FAX



## PUBLIC RECORDS REQUEST FORM

Oregon Public Records Law grants each person the right to inspect the records of a public body (unless exempt from disclosure). Please fill out this form completely and identify specifically the type of records you are requesting.

First & Last Name (please print)

Signature

Name of Organization (if applicable)

Address

City

State

Zip Code

Daytime Telephone Number

Date of Request

Have you contacted any other City of Springfield employee about this request? If yes, name of employee contacted:

**Requested Information/Records:** Please give a brief statement describing the requested information/records, being specific enough for the City to determine the nature, content and department within which the record(s) you are requesting may be located. If files are to be previewed before copies are requested, please identify documents you wish to have copied from the files on the attached Addendum, and sign. Also affix a paper clip or "sticky" note identifying the documents requested.

**Purpose of Request:** Some records requests may require a balancing of privacy rights, governmental interests and other confidentiality policies on one hand and the public interest in disclosure on the other. Thus, because the identity and motive of the person seeking the disclosure of a particular public record may be relevant in determining whether a record is exempt from disclosure under a conditional exemption, please give a brief statement as to the purpose of your request:

This form may be submitted:

- By mail or in person to the City Recorder, City of Springfield, 225 Fifth Street, Springfield, OR 97477
- Faxed to the City Recorder at 541.726.2363
- E-mailed to the City Recorder at [asowa@springfield-or.gov](mailto:asowa@springfield-or.gov)

### FOR OFFICE USE ONLY

Date Completed: \_\_\_\_\_ Date Notified: \_\_\_\_\_ Date Picked Up: \_\_\_\_\_

Info Compiled by: \_\_\_\_\_

Total Charges: \_\_\_\_\_

## Information About Obtaining Records

- Oregon Revised Statutes (ORS) 192.430 allows the public body a reasonable time to respond to a records request. The amount of time that is reasonable will depend upon the volume of the records requested, the staff available to respond to the records request, and the difficulty in determining whether any of the records are exempt from disclosure.
- ORS 192.440 (4) authorizes the City to charge fees associated with public records requests.
- The City Recorder may coordinate the response to complex requests as described in Level 3 below.
- **Level 1 Request:** does not require a written request or payment of a fee. Requested document must be current and readily available, require no duplication, may not be subject to the Public Records Fee Schedule, and must require no additional staff time or resources to be made available. These types of documents are intended for public distribution, such as information brochures, agendas, permit applications, job applications, election-related petitions, or solicitations for public comment.
- **Level 2 Request:** must be made in writing. Requested documents are not immediately available. Request must clearly and correctly identify the document, may not require extensive staff research to locate the document, may not include more than 5 documents or 50 pages or documents that are more than one year old. Requested document must be located in a single department or division, may not contain sensitive, confidential, or privileged information, and must not require attorney review prior to release. Cost estimates will be provided and requestor must agree to pay before document retrieval begins. Documents are usually available within 5 business days (not including weekends or holidays). Payment due upon receipt.
- **Level 3 Request:** must be made in writing. This type of request is complex, involving multiple staff and/or departments or divisions. It involves extensive research or compilation of documents, and requires attorney review. The request also may require follow up by staff to identify what is being requested. City staff furnishes written acknowledgment that the request has been received usually within three to five business days and as soon as possible after that provides the requestor a written time and cost estimate for proceeding with the request. The requestor must submit written authorization to proceed and pay the estimated costs before any staff time is expended responding to the request.

Every attempt is made to provide the information for Level 1 Requests on the same day, Level 2 Requests within 7 days and Level 3 Requests within 21 days. The City Recorder will coordinate Level 2 and 3 requests and may request a review by the City Attorney to assess disclosure requirements of the information requested.

After the estimate is given to the requestor, the City Recorder's Office must receive written authorization from the requestor before proceeding with the records request. The requestor will be notified if costs exceed the written estimate given. In addition, a refund will be given if costs are less than estimated.

For more information contact  
Amy Sowa, City Recorder at 541.726.3700  
[asowa@springfield-or.gov](mailto:asowa@springfield-or.gov)

