



CITY OF COOS BAY

Office of the City Recorder  
500 Central Avenue  
Phone: 541-269-8915  
Fax: 541-267-5912  
finance@coosbayor.gov

**Request to Inspect Public Records**

Under state law “every person” in Oregon has a right to inspect any **nonexempt** public record. In the City of Coos Bay this includes the City Council, boards and commissions, officers or agents, and departments. To make a formal records request, complete this form and submit it to the Office of the City Recorder/Finance Department.

Name:

Phone:

Address:

Email:

Fax:

**Pursuant to ORS 192.410-192.505, I request inspection of the following records:** (Be specific and provide as much detail as possible, including date ranges and key words; attach or include any additional background information that will help City staff locate requested records)

Have you contacted any other City of Coos Bay employee about this request?    Yes    No  
If yes, list name, department, and date contacted.

Will this information be used for commercial purposes?    Yes    No

How would you like to receive these records?    Email    Mail    Fax    Pick-Up at City Hall

**NOTE:** Do not use this form to request copies of Coos Bay Police reports. Contact the Coos Bay Police Department at 541-269-8911 for further instructions.

**By signing this form you understand** that the City of Coos Bay (the City) has adopted reasonable measures to ensure the integrity of its records and effectiveness of its office operations. The City will respond in writing to my written request as soon as practicable and without undue delay. If any material contained in this request is exempt from disclosure, I understand the City will provide the name of the document and the reason for the exemption. I am aware that there may be costs related to this request based on the fee structure adopted by the City Council, and I am aware that I will be notified by the City if any fees need to be paid in order to complete this request.

**Requestor Signature**

**Date**

<b>City Use Only:</b>	Invoice #:	Reference #:	Amount Due: \$	Staff Assigned:	Completed Date:
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## 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, staff availability 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 the public records request.
- The City Recorder may coordinate the response to complex requests as described below.
- **Level 1 Request:** does not require a written request or payment of fee. Requested document must be current and readily available, require no duplication, may not be subject to 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 application, job application, election-related petitions, or solicitations for public comment.
- **Level 2 Request:** must be made in writing by completing City of Coos Bay Request to Inspect Public Records form. Requested documents are not immediately available. Request must clearly and correctly identify the document and 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, may not contain sensitive, confidential, or privileged information, and must not require attorney review prior to release. Written acknowledgement of the request along with cost estimate to complete will be provided. Once payment of estimated cost is received the city will begin the document retrieval process. No staff time will be spent to complete request prior to receiving payment of estimated cost. Documents are usually available within seven (7) to 14 business days (not including weekends or holidays).
- **Level 3 Request:** must be made in writing by completing City of Coos Bay Request to Inspect Public Records form. This type of request is complex, involving multiple staff and/or departments. It involves extensive research or compilation of documents, and may require attorney review. The request may also require follow up by staff to identify what is being requested. Written acknowledgement of the request along with cost estimate to complete will be sent usually within 14 business days. Once payment of estimated cost is received the city will begin the document retrieval process. No staff time will be spent to complete request prior to receiving payment of estimated cost.

Every attempt will be made to provide the information for Level 1 Requests on the same day, Level 2 Requests within 14 business days, and Level 3 Requests within 21 business days. The City Recorder will coordinate Level 2 and Level 3 Requests and may request a review by the City Attorney to assess disclosure requirements of the information requested.

After the estimated cost is provided to the requestor, payment must be remitted to the City of Coos Bay Finance Department. Once payment of estimated cost is received the City will begin the document retrieval process. The requestor will be notified if costs exceed the written estimate given. In addition, a refund will be given if the actual costs are less than estimated.

For more information contact  
City of Coos Bay Finance Department at 541-269-8915  
[finance@coosbayor.gov](mailto:finance@coosbayor.gov)

