



PUBLIC RECORD REQUEST FORM

Please complete this form and send to:

City of Pendleton
Attn: City Attorney
500 SW Dorion Ave.
Pendleton OR 97801
Phone: (541) 966-0206; Fax: (541) 966-0231
Email to:

CONTACT INFORMATION

Name:	Email:
Organization:	Phone: Fax:
Mailing Address:	

REQUEST (Detail of records being requested)

Please be as specific as possible. For example, specify file number, file name, site location (township, range and section). If your request involves a large number of documents, or if it is difficult to determine which documents you are interested in, we may contact you to set up an appointment for you to come in to our office to review the file(s). Please let us know what dates and times are most convenient for you to do this.

Signature:	Date:
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OFFICE USE

Date Received:	Assigned to:
Due Date:	Costs (<i>see reverse side</i>):

Fees

Black and White copies of printed materials	\$0.10 per printed side, after the first 10
Color copies of printed material (letter or legal size)	\$0.25 per printed side, after the first 4
Color copies of printed material (11" x 17")	\$0.50 per printed side, after the first 2
Large Format Copier Fees	
18" x 24"	\$2.00
24" x 36"	\$3.00
36" x 48"	\$4.00
Copies of audio tapes of meetings regularly recorded	\$10.00 for the first standard size cassette tape and \$4.00 for each additional cassette tape.

If research to locate material takes more than 15 minutes, the charge will be the city's actual cost of the employee's time, after the first 15 minutes, calculated based on the employee's hourly rate of pay plus the average hourly fringe benefit cost for employees in that department.