



City Recorder's Office

400 E. Main Street, Cottage Grove, Oregon 97424 | Phone: (541)942-5501 | Fax: (541)942-1267

PUBLIC RECORDS REQUEST FORM

Anyone has the right to inspect any public record except as otherwise expressly provided by ORS 192.501-502. The City shall respond to public record requests within seven (7) working days of receipt. If your public record request is denied, specific reason(s) will be given by fax, email, or letter. ORS 192.440(3) authorizes a public body to establish fees to reimburse for costs associated in making public records available. You will be advised of the fee required for the request. Payment of the fee must be received prior to the requested material being released.

Date of Request: _____

****PLEASE READ****

Name: _____

Have you already contacted someone within the City about

Address: _____

this request? Yes No

City/State/Zip: _____

Name: _____

Daytime Phone: _____

Dept: _____

Cell Phone: _____

Are these records pertaining to a case that is currently open

Email Address: _____

such as Code/Building Enforcement or Land Use Board of

Appeals (LUBA) cases? Yes No

Address/Description of records requested (please be as specific as possible): _____

This form may be submitted to:
City Recorder
400 Main Street
Cottage Grove, OR 97424
(541) 942-5501
(541) 942-1267 (Fax)
Email: cityrecorder@cottagegrove.org

Prices:
Copies Up to 8 1/2" x 14".....\$.25/page
11" x 17".....\$.50/page
17" x 24".....\$ 1.50/page
Maps or Drawings \$.50/sq ft
Computer CDs..... \$10.00/each
Audio Tapes\$ 6.00/each
VHS/DVD \$12.00/each
Fax - Send Public Documents.....\$.75/page
Fax Send/Receive (Non-Public).....\$.75/page
Research Fees Actual Cost Time/Materials

****FOR CITY USE ONLY****

Processed by:		#Pages/Tapes	Date Information
Department Referred to:	Date:	Total Fees	Provided:
Comments:			