



**CITY OF CANBY  
PUBLIC RECORDS REQUEST FORM  
(NOT FOR POLICE OR COURT RECORDS)**

*This form is used to process public record requests in accordance with the Oregon Public Records Law (ORS Chapter 192). Persons wanting to inspect or obtain copies of public records need to complete this form and submit it to:*

**City of Canby  
Attn: City Recorder  
PO Box 930  
222 NE 2<sup>nd</sup> Avenue  
Canby, OR 97013**

**Phone: 503.266.4021  
Fax: 503.266.7961  
scheaferk@canbyoregon.gov**

*The City shall respond to all public document requests within seven working days or explain why more time is needed for a full response.*

**DESCRIPTION OF PUBLIC RECORDS REQUESTED** *(include as much detail as possible, i.e., type of document, date, title, ordinance number, etc.):*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I am interested in:       Personally Inspecting Records       Obtaining Copies

**REQUEST SUBMITTED BY:**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Organization: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Signature of Requestor:** \_\_\_\_\_

**FEES:** *Prepayment is required if the estimated charges will be \$25.00 or over. If the actual charges are less than the prepayment, an overpayment will be promptly refunded.*

**Photocopies** - 25¢ per page single or double sided      **Faxing** - 50¢ per page sent  
**Color Photocopies or Printouts** -75¢ per page single or double sided      **Mailing** – Actual cost + \$1 handling fee  
**Clerical Research** (After 30 minutes) - Actual staff time/benefits and materials cost

*(Research time may be charged regardless of whether copies are provided for requests that are extraordinary and would significantly disrupt the regular discharge of staff person duties)*

1/2018

**FOR OFFICE USE ONLY:**

Date Received: \_\_\_\_\_ Date Provided: \_\_\_\_\_ Fee Paid: \_\_\_\_\_

**Level 1 Request – No Form Required/Files are Available Electronically/No Staff Time**

**Level 2 Request – Form Required/Staff Time 30 minutes or Less**

**Level 3 Request – Form Required/Staff Time 30 Minutes or More**