



CITY OF NEHALEM

35900 8TH STREET · P.O. BOX 143

NEHALEM, OR 97131

PH. (503) 368-5627

www.nehalem.gov

MAKING A PUBLIC RECORDS REQUEST

A request for public records that are in the custody of the City of Nehalem may be made by submitting a written request to:

City Manager
Lori Longfellow

Telephone: 503-368-5627
Email: llongfellow@nehalem.gov

The request may be submitted in person, by mail, or by e-mail. The request must include:

- The name and contact information of the person requesting the public record.
- A sufficiently detailed description of the record(s) requested to allow staff to search for and identify responsive records.
- The date of the request.
- The signature of the person requesting the public record.
- Indication of whether the requestor wishes to inspect the public record(s) or receive a copy or copies of the public record(s).

CALCULATION OF FEES:

- \$0.25 per page for photocopies
- \$0.30 per double sided photocopies
- \$0.30 per 11x17 photocopy
- \$5.00 per USB. Upon request, copies of public records may also be provided on a USB, if the documents are stored in the City of Nehalem's computer system. Due to the threat of computer viruses, the City of Nehalem will not permit requesters to provide a USB for electronic reproduction of computer records.
- Actual cost for use of material and equipment for producing copies of non-standard records.

LABOR COSTS:

- The cost is based on the staff person's regular hourly wage multiplied by the time required to fulfill the request.
- The actual cost for delivery of records, such as postage or courier fees.
- Actual attorney fees charged to the City of Nehalem for the cost of time spent by an attorney in reviewing the public records, redacting material from the public records or segregating the public records into exempt and nonexempt records.
- The City of Nehalem may require pre-payment of estimated fees before taking further action on a request.

RESPONSE TIME:

- 5 business days after receipt – acknowledgement of the request.
- 15 business days after receipt – provide records or status update.

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**PUBLIC RECORDS
REQUEST**

llongfellow@nehalem.gov

Name of Requestor: _____ Date: _____

Address: _____

Telephone: _____ E-mail: _____

Cell Phone #: _____

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

_____ I wish to arrange an opportunity to personally inspect the requested records.

_____ I wish to receive copies of the requested records via: _____ Will pick up
_____ Postal delivery
_____ Email
_____ USB
_____ Other _____

Requestor's Signature

FEES:

Staff Charges:	Current Rate
Copying:	\$0.25 per page
Double Sided	\$0.30 per page
11x17 Copy	\$0.30 per page
USB	\$5.00 plus scanning charges