



CITY OF GEARHART
ATTN: Records Request
PO Box 2510
698 Pacific Way
Gearhart, OR 97138
503-738-5501
www.cityofgearhart.com

PUBLIC RECORDS REQUEST FORM

Date Requested: _____

Complete this form to request a public record for general City matters. Fees due are listed as follows:
Police Reports &/or Body Cam Videos - \$10 ea; Public Meeting Recordings - \$10 flash drive; all other
department copies - \$.25/per page black and white (standard letter), \$.50/per page color (standard letter).

Name : _____	Phone: _____
Address: _____	Email: _____

Provide a brief statement describing the requested information, being specific enough for the City to determine the nature, content and probable department within which the record(s) you are requesting may be located:

Per state law, the City will follow response timelines set forth under ORS Chapter 192. Within five business days, City staff will acknowledge receipt of your records request and advise of the custody status of the requested public record. If it is estimated that the fee to locate and make the records available for inspection and/or copying will exceed \$25, you will be advised and a deposit of the estimated fee will be required before City records are searched and/or photocopied. No later than ten business days after the date the request is acknowledged by staff or the deposit, if required, is paid, whichever occurs later, City staff will complete its response to the public records request or provide a written statement that the City is still processing the request, along with a reasonable estimated date by which City staff expects to complete its response. If any portion of the requested materials are not provided or are redacted, the requester may seek review of the City's determination pursuant to ORS 192.450, 192.460, 192.465, 192.480 and 192.490.

Signature of requestor

Submit this form to:
City of Gearhart, PO Box 2510, 698 Pacific Way, Gearhart, OR 97138
or via Email info@cityofgearhart.com
or via Fax 503-738-9385