

Procedure for Public Records Request

This request for public information is a public record, subject to disclosure under the public records laws.

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

Name of Individual _____

Title or Position _____

Date of Request _____

Contact Information making the request:

Name _____

Address _____

Phone _____ FAX _____

E-Mail Address _____

I hereby request the following from the City of Vernonia:

Signature: _____

Print: _____

Date: _____

The City will provide the public with reasonable opportunity to inspect records at the City offices during usual business hours, but reserves the right to require an employee to supervise while inspection occurs.

The City will respond to a written request for public records as soon as practicable and without reasonable delay.

Pursuant to City of Vernonia Resolutions 20-05 and 01-07, the City charges an administrative fee to cover the cost of research, supervision, inspection, production, reproduction and redaction, if necessary, of City records for distribution to members of the public. Fees are due in advance or at the time of receipt of materials or service.

Received by: _____ Fee Paid _____

Date: _____ Receipt No. _____

The City of Vernonia calculates fees for responding to public records requests in the following manner:

Photocopies

8 1/2 X 11

Single Sided

\$0.25 per page

Double Sided

\$0.30 per page

11 X 17

Single Sided

\$0.30 per page

Double Sided

\$0.45 per page

Faxes

\$1.00 per page

Hourly Rates for Employee Time: These charges include researching, locating, compiling, editing or otherwise processing information and records:

City Administrator

\$ 50.00 per hour

Planning Director

\$ 50.00 per hour

Public Works Foreman

\$ 45.00 per hour

Police Chief

\$ 45.00 per hour

Finance Officer/Director

\$ 40.00 per hour

City Recorder

\$ 30.00 per hour

Administrative Services Assistant

\$ 25.00 per hour

The actual cost for delivery of records such as postage and courier fees

Actual attorney fees charged to the City of Vernonia for the cost of time spent by an attorney in reviewing the public records, 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 Vernonia may require pre-payment of estimated fees before taking further action on a request.