



City of Rockaway Beach, Oregon
Office of the City Recorder

276 S. Highway 101, PO Box 5

Rockaway Beach, OR 97136

PHONE (503) 374-1752 FAX (503) 374-0641

cityrecorder@corb.us

Public Records Request

Under state law, every person in Oregon has a right to inspect any **nonexempt** public record. To make a formal records request, submit this form to the Office of the City Recorder. The public records request policy is set by Resolution 23-996, and costs are established by resolution of the City Council. For Sheriff's Department requests, use the Sheriff's Office Records Request Form.

Name:

Phone:

Address:

Email:

Pursuant to ORS 192.311-192.478, I request inspection of the following records in your office:

(Please be as specific as possible. Clearly provide the type of record(s) requested, subject matter, date ranges, names of businesses and/or people involved, and key words or phrases. Attach additional sheet if necessary.)

How would you like to receive these records?

Email

Mail

Pick-Up at City Hall

Make appointment to view at City Hall

By signing this form, I understand that the City of Rockaway Beach (the city) has adopted reasonable measures to ensure the integrity of its records and effectiveness of its office operations. The city will respond in writing as soon as practicable and without undue delay. If any material contained in this request is exempt from disclosure, I understand the city will provide the name of the document and the reason for the exemption. I am aware that there may be costs related to this request based on the fee structure adopted by the City Council, and I am aware that I will be notified by the city if any fees need to be paid to complete this request.

Requestor Signature

Date