



**Note:**

Public records are writings containing information relating to the conduct of the public's business. Writings include handwritten, typed, photographed, electronic or otherwise recorded words, letters, pictures, sounds, symbols or combination of any of these mediums as outlined in ORS 192.311(7) & ORS 192.324 (3). There are numerous exceptions to the public records laws which allow a public body to refuse to disclose public records pursuant to ORS 192.345, 192.355. Public bodies are not required to create public records where none exist. Public bodies are required to make available only those records that exist at the time of request for inspection and copying, subject to any applicable exemptions.

The City Recorder will follow up with an acknowledgment of your request and provide the requestor with the estimated costs involved in fulfilling your request. The cost estimate must be paid before any further work is performed in completing your request. No public record request will be processed without prepayment of the estimated cost. Once paid, the City Recorder will contact you: **1).** When the records you requested are ready for your review; or **2).** To provide a date when the records can be reviewed or picked up; or **3).** To advise that the request is being denied. If the City denies your request to review the public record(s), a written explanation of the reason for denial will be forwarded to you by the City Recorder within a reasonable amount of time.

Full payment of the total amount of costs incurred is required before the public records are inspected or records are released. **YOU WILL BE REQUIRED TO PAY THE COSTS OF PROCESSING YOUR PUBLIC RECORDS REQUEST EVEN IF NO RECORDS ARE FOUND, OR IF THE RECORDS ARE EXEMPT FROM DISCLOSURE.** If the estimated costs have not been received within 60 days, the request will be closed.

Most records available for public inspection are the property of the City of Prineville. **NOTHING CAN BE ALTERED, ADDED, OR REMOVED FROM THESE RECORDS.** Photographing documents is not permitted. Allowing the inspection and/or copying of public records in the custody of the City of Prineville is not meant to waive or restrict any copyright, proprietary, confidentiality, privilege, exemption from disclosure, or other rights in said documents.

I HAVE READ AND AGREE TO COMPLY WITH THE ABOVE CONDITIONS and further agree to pay the cost of fulfilling this Public Records Request according to the conditions set forth above and as established in the fee schedule adopted by the City Council which is effect at the time my request is submitted. These costs may include the cost of locating records, reviewing records to delete exempt material, supervising the inspection of records, copying records, certifying records and mailing records, including the cost of searching for records regardless of whether staff was able to locate the requested records.

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Signature of Requestor

Date