



City Of Heppner
Gateway to the Blues
 111 N. Main Street – P.O. Box 756
 Heppner, Oregon 97836-0756
 541-676-9618 – manager@cityofheppner.org

Fee charges: ORS 192.324 (4) (a) States the public body may establish fees reasonably calculated to reimburse the public body for the public body's actual cost of making public records available, including costs for summarizing, compiling or tailoring the public records, either in organization or media, to meet the request.

(b) The public body may include in a fee established under paragraph (a) of this subsection the cost of time spent by an attorney for the public body in reviewing the public records, redacting material from the public records or segregating the public records into exempt and nonexempt records. The public body may not include in a fee established under paragraph (a) of this subsection the cost of time spent by an attorney for the public body in determining the application of the provisions of ORS 192.311 to 192.478.

(c) The public body may not establish a fee greater than \$25 under this section unless the public body first provides the requester with a written notification of the estimated amount of the fee and the requester confirms that the requester wants the public body to proceed with making the public record available.

- The City of Heppner adopted Resolution 1064-23, on December 11, 2023, establishing a system for recovering the City's expenses incurred in responding to public records requests. **All Fees must be paid before records are processed, or in the event of a deposit, before records are released.**

CITY OF HEPPNER REQUEST FOR PUBLIC RECORD

Date of Request: _____

I, _____, pursuant to ORS 192.311 – 192.478, am requesting the following public record (s) from the City of Heppner:

1. _____

2. _____

3. _____

Requester Information

Name, First & Last & Organization/Business Name:	
Mailing Address including City, State, & Zip Code:	
Email address:	Daytime phone:
Signature	
Request if for: <input type="checkbox"/> Inspection of Public Records (to be viewed at City Hall) <input type="checkbox"/> Copies of Public Records: <input type="checkbox"/> Paper or <input type="checkbox"/> Electronic	
Method of Delivery <input type="checkbox"/> Pick-up at City Hall <input type="checkbox"/> Email <input type="checkbox"/> US Mail <input type="checkbox"/> Other – please circle(DVD, CD, USB drive)	

The City shall acknowledge all public record requests within five-business days or sooner, or within 10-business days explain why more time is needed for a full response.

If any material in this request is exempt from disclosure, the City will provide the name of the document and the reason for the exemption.

CITY OF HEPPNER

THE CITY OF HEPPNER

Phone: (541) 676-9618 – FAX: (541) 676-9650 – E-Mail: manager@cityofheppner.org – Website: <https://cityofheppner.org>



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REQUEST FOR PUBLIC RECORDS FEE SCHEDULE

Description	Fee
Nominal Fee	\$2.50
Photocopies – <small>Each side up to 11" x 17"</small>	
Black & White	\$0.25
Color	\$1.00
Fax	
Facsimile (fax) of records	\$5.00 first page \$1.00 each add'l page
CD, DVD, USB/Flash Drive	\$20.00 each
Research/Locate Fee	\$25.00/Hour
Billed in 15-minute increments	
Attorney Fees	Actual cost charged to the city
Delivery	Actual cost of deliver such as postage and courier fees

STAFF USE ONLY

Date Received:	Actual Fees Paid: \$
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_____ The fee estimate for this public records request \$_____. This fee must be paid in full prior to retrieval. You have 60-days (by _____) to pay this amount in full before this request is considered closed. This fee is an **estimate** and may require initial funds.
 Staff Response Date & Initials: _____

_____ The City will require additional time to process this request for the following reason(s):
 _____ The City is uncertain if we are the custodian of the requested record
 _____ Staff necessary to complete a response is unavailable
 _____ Compliance would demonstrably impede the public body's ability to perform other necessary services
 _____ The volume of public records requests being simultaneously processed

*Estimated Date of Completion: _____ Staff Response Date & Initials: _____

_____ Copies of all requested records, for which we do not claim an exemption, are enclosed.
 _____ Requested records, for which we do not claim an exemption, are available for inspection. Please call to schedule an inspection appointment, within 60-days from the completed date below. Records will be unavailable after 60-days.
 _____ Requested information is already publicly available and can be located at:

_____ We are not the custodian of the requested record.
 _____ Requested records are exempt from inspection, copying, and/or disclosure under the Open Records Law for the following reason(s): _____
 _____ Requester may seek review of the City's determination pursuant to ORS 192.411, 192.418, 192.422, 192.427, and 192.431.
 _____ Other:

 Completed/Denied Date

 Public Records Custodian Signature

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