



Public Records Request

Pursuant to ORS 192.410 - 192.505, Oregon Public Records Law grants each person the right to inspect the records of a public body (unless exempt from disclosure). COG staff will contact you within three (3) business days of receiving this request.

Date of Request: _____

Name: _____

Daytime Phone: _____

Cell Phone: _____

Work Phone: _____

This form may be submitted:

- Mailed to:
MWVCOG Records
Attn: Denise VanDyke, Admin. Specialist II
100 High St. SE, Ste. 200
Salem, OR 97301
- Faxed to MWVCOG Records at: 503-588-6094
- E-mailed to: dvandyke@mwvcog.org

Description of records requested (please be as specific as possible):

**** PLEASE COMPLETE ****

Have you already contacted someone within MWVCOG about this request? yes no

Name: _____

Dept.: _____

Are these records pertaining to a case that is currently open? Such as Code/Building Enforcement or LUBA cases? yes no

Prices:

- Standard Photocopies (B&W)..... \$.15/page
 - Color Photocopies..... \$.50/page
 - Mailing List (CD or printed list)... \$40.00 each
 - Mailing List (printed labels)..... \$40+\$.15/label
 - Administrative Staff Labor..... \$55.00/hour
 - Technical Staff Labor.....\$95.00/hour
 - Legal/Management Labor.....\$135.00/hour
 - Geospatial Data.....\$50.00 access fee
- (Under ORS 190.050, geographic databases of intergovernmental groups are exempt from disclosure. The COG will make its geospatial data available on an as-is without warranty basis on a password protected file transfer web page, and will only release geospatial data collected from member organizations with their consent.)*

***** FOR STAFF USE ONLY *****

Notes: _____

Number of Documents Removed:
 Files: _____ Boxes: _____
 Location of documents: _____
 Dept: _____
 Removed by: _____
 Time spent: _____
 Return/Re-file date: _____