



# 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: Linda Hansen - Admin. Support Coordinator  
100 High St. SE, Ste. 200  
Salem, OR 97301
- Faxed to MWVCOG Records at: 503-588-6094
- E-mailed to: [lhandsen@mwvcog.org](mailto:lhandsen@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)..... \$.25/page
- Color Photocopies..... \$.75/page
- Executive Director..... \$187.00/hour
- Admin Support Coordinator..... \$97.00/hour
- Administrative Staff Labor..... \$55.00/hour
- Technical Staff Labor.....\$95.00/hour
- Legal/Management Labor.....\$187.00/hour
- Geospatial Data..... .\$103/hour

*(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: \_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

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