



PUBLIC RECORDS REQUEST FORM

CITY OF LAKE OSWEGO
CITY RECORDER'S OFFICE
380 A Avenue
PO Box 369
Lake Oswego, OR 97034
503-635-0215
www.lakeoswego.city

Complete this form to request a public record for general City matters. In most cases, there is a fee charged for providing this service. Visit <https://www.ci.oswego.or.us/citymanager/webforms/public-records-request-form-general-requests> for a current fee schedule.

| | |
|----------------|--------------|
| Name : _____ | Phone: _____ |
| Address: _____ | Email: _____ |
| _____ | |

Provide a brief statement describing the requested information, being specific enough for the City to determine the nature, content and probable department within which the record(s) you are requesting may be located:

Per state law, the City will follow response timelines set forth under ORS Chapter 192. Within five business days City staff will acknowledge receipt of your records request and advise of the custody status of the requested public record. If it is estimated that the fee to locate and make the records available for inspection and/or copying will exceed \$25, you will be advised and a deposit of the estimated fee will be required before City records are searched and/or photocopied. No later than ten business days after the date the request is acknowledged by staff or the deposit, if required, is paid, whichever occurs later, City staff will complete its response to the public records request or provide a written statement that the City is still processing the request, along with a reasonable estimated date by which City staff expects to complete its response. If any portion of the requested materials are not provided or are redacted, the requester may seek review of the City's determination pursuant to ORS 192.450, 192.460, 192.465, 192.480 and 192.490.

Signature of requestor

Submit this form to: Lake Oswego City Recorder's Office, P.O. Box 369 (380 A Avenue), Lake Oswego, OR 97034 or cityrecorder@lakeoswego.city.