



City of Tigard
 CITY ADMINISTRATION — RECORDS
Public Records Request

Oregon Public Records Law grants each person the right to inspect the records of a public body (unless exempt from disclosure). City staff will contact you within 72 hours of receiving this request.

Date of Request: _____

Name: _____

Daytime Phone: _____

Cell Phone: _____

Work Phone: _____

★★ PLEASE READ ★★

Have you already contacted someone within the City about this request? Yes No

Name: _____

Dept.: _____

Are these records pertaining to a case that is currently open? Such as Code/Building Enforcement or Land Use Board of Appeals (LUBA) cases? Yes No

This form may be submitted:

- To City Records at:
Lora Garland, Records Mgmt. Specialist
13125 SW Hall Blvd., Tigard, OR 97223
- Faxed to City Records at: 503-684-7297
- Emailed to: cityrecords@tigard-or.gov

Prices:

8 ½ x 11"	\$.25/page	Oversized copies ..	\$2.50/page
8 ½ x 14"	\$.50/page	Computer CDs	\$10 each
11 x 17"	\$1.00/page	Audio Tapes	\$ 6 each
17 x 24"	\$1.50/page	VHS/DVD	\$12 each

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

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

Notes: _____

Number of Documents Removed:

Microfilm: _____ Microfiche: _____

Files: _____ Boxes: _____

Location of documents: _____

Dept.: _____ Division Code: _____

Removed by: _____ Time spent: _____

Return/Re-filed date: _____