Anyone has the right to inspect any public record except as otherwise expressly provided by ORS 192.501-502. The City will acknowledge public record requests within five (5) business days of written receipt and in most cases will complete requests within fifteen (15) business days of written receipt. If your public record request is denied, specific reason(s) and appeal rights will be given by fax, email, or letter. ORS 192.440 authorizes a public body to establish fees to reimburse for costs associated in making public records available. You will be advised of the fee required for the request. Payment of the fee must be received prior to the requested material being released. Response timelines are suspended until all fees are paid in full or additional requested clarifying information is provided by the requester.

Date of Request: ______________________________  
**PLEASE READ**  
Name: ______________________________________ Have you already contacted someone within the City about  
Address: ____________________________________ this request?  Yes  No  
City/State/Zip: _______________________________ Name:____________________________________________  
Daytime Phone: ______________________________ Dept: ____________________________________________  
Cell Phone: __________________________________ Are these records pertaining to a case that is currently open such as  
Email Address: _______________________________ Code/Building Enforcement or Land Use Board of Appeals (LUBA)  
Description of records requested (please be as specific as possible – list property address; permit or application  
numbers; time frame; project name; or list any other details that will assist staff in locating the  
records):_________________________  
____________________________________________________________________________________________  
____________________________________________________________________________________________  
____________________________________________________________________________________________  
____________________________________________________________________________________________  
____________________________________________________________________________________________  
This form may be submitted to:  
City Recorder  
PO Box 276  
PO Box 276  
13 South 1st Street  
Creswell, OR 97426  
P: (541) 895-2531 x307  
F: (541) 895-3647  
Email: rtharp@creswell-or.us  
Prices:  
Copies 8 ½” x 11” ..............................$ .25/page  
Audio Tapes .................................$ 7.00/each  
Staff Time ............Actual Cost Time/Materials  
Research Fees ...... Actual Cost Time/Materials  
**** City Use Only ****  
Processed by:  
Dept. Referred to:  
Date  
Date Information # Pages/Tapes  
Provided  
Total Fees  
Comments