



City of Umatilla

700 6th Street, PO Box 130, Umatilla, OR 97882
 City Hall (541) 922-3226 Fax (541) 922-5758

RECORD REQUEST FORM

NOTICE: This form is provided per ORS 192.440-7. Records request(s) are processed in the order they are received. If the request is denied a reason for denial will be provided in accordance with the Oregon Records Law pursuant to ORS 192.401, 192.411, 192.415, 192.418, 192.422, 192.427, and 192.31. Payment must be received prior to dispersal of requested records.

Requestor Name			
Requestor Address			
Requestor Phone Number			
Requestor Email			
DESCRIPTION OF RECORD(S)			
FEES (permitted by ORS 192.440-4)			
Budget Document:	\$ 10.00	Black & White Copies	\$0.50 per copy
Comprehensive Plan:	\$ 20.00	Color Photographs	\$5.00 per print
Sign Code	\$ 5.00	Public Works Standards	\$ 50.00
Subdivision Code	\$ 5.00	Zoning Code	\$ 10.00
Staff Research Fee	Calculated by hourly rate, plus \$2.5 (15 minute increments)		

Records to be dispersed: <input type="checkbox"/> In person	<input type="checkbox"/> Via Mail	<input type="checkbox"/> Via Fax	<input type="checkbox"/> Via Email
Signature of Requestor:			Date:
FOR OFFICE USE ONLY			
Date Received:			
Employee Signature			Date:
Date Request Completed:			
Cost of Request:			