

# Public Records Request

When making a public records request to the City of Depoe Bay, you may submit the attached Public Records Request Form by info [at] cityofdepoebay.org (email), in person, or by mail addressed to:

**City of Depoe Bay**  
P.O. Box 8  
Depoe Bay, OR 97341

Clearly identify the records/documents being requested, being as specific as possible. Include your contact information, including your name, mailing address, telephone number, and email address.

The City Recorder will review your public records request and may ask for additional information for clarification. The City Recorder will provide a written response to you, which will include an estimate of time to respond to your request and an estimate of fees that must be paid as a condition of receiving the public records. You will be asked to acknowledge in writing:

- Receipt of the estimates
- Confirmation to proceed with fulling your request

Fees charged for responding to public records requests are based on Resolution #514-21 which can be found under [Resolutions](#).

Public Records Request Fees	
Type	Fee
Letter Size copy	29¢ per sheet
Large (11x17) & Color copy	58¢ per sheet
Large (outsource) copy	at actual cost to the City
Sound recording copy	\$9.20 per audio tape
Faxes - outgoing	\$2.30 first page, 58¢ each additional page
Electronic copy to CD or DVD	\$15.53 per disk
Electronic copy sent via email or loaded to requestor-provided compatible media	\$0 for less than 5 MB; Staff time for larger
Paper document scan to PDF	58¢ per page

**Type****Fee**

City Staff time

\$34.50 per hour; minimum 1/4 hour

City Planner & City Attorney time

At actual cost/hourly rate

## Supporting Documents

Public Records Request Form 219.5 KB