



# Port of Nehalem

36060 6<sup>th</sup> St.  
PO Box 476  
Nehalem, OR 97131-0476  
Phone & Fax: 503-368-7212  
Email: [portofnehaem@nehalem.tel.net](mailto:portofnehaem@nehalem.tel.net)  
Website: <https://portofnehaem.org>

## Public Records Request Form

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

**Provide detailed description of documents requested: *(Attach additional sheet if needed)***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### REQUESTOR TO READ & SIGN UPON SUBMITTING REQUEST

I understand that every person has a right to inspect any public record of a public body in this state, except as otherwise provided by ORS 192.496 to 192.505. I understand that the documents or records requested may not be immediately available for my review and that I may need to make an appointment to review the documents or records. I acknowledge that there may be a cost for the research time to retrieve the requested records and costs for duplication of requested documents. If research time is required, I understand I will be notified of the estimated cost prior to retrieving the documents or records. I also understand that prepayment for research time and copies may be required. I acknowledge that any documents or records made available to review must not be disassembled and must be left intact, and that I cannot make copies myself.

Requestor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Business Name (if applicable): \_\_\_\_\_

#### FOR INTERNAL USE ONLY

Copies: \$.50 ea. (first 20 pgs.)  
\$.25 ea. (21-50 pgs.)  
\$.15 ea. (50 + copies)

Research Fee: (first 30 min. – no charge, See fee Schedule)

#Copies Made: \_\_\_\_\_ \$ \_\_\_\_\_

Time: \_\_\_\_\_ \$ \_\_\_\_\_

Request filled by: \_\_\_\_\_ Receipt #: \_\_\_\_\_

## **INSTRUCTIONS FOR REQUESTING PUBLIC RECORDS \***

1. Requests must be in writing using the form provided. (Please note the Port will not create a new document in response to a records request.)
2. Submit request to the Port of Nehalem, 36060 6<sup>th</sup> Street, Nehalem, OR 97131 or PO Box 476, Nehalem, OR 97131 or by e-mail to portofnehalem@nehalem.tel.net.
3. The Port shall respond to all requests as soon as practical and without unreasonable delay within five (5) business days or, within five (5) business days will explain why more time is needed for a full response.
4. If inspection of documents is preferred over copies, such inspection shall occur during normal business hours. An acceptable inspection time and place will be arranged between the requestor and the Port staff.
5. The Port will submit a cost estimate to the requestor to provide the requested documents, including copying charges, research time (if required), and separating exempt from non-exempt materials. There is no research cost for the first ½ hour of staff time. Requestor must confirm to the Port to proceed with the request following receipt of the cost estimate.
6. If the estimated cost is \$25.00 or more, the Port shall require a deposit in the full amount of the estimate before fulfilling the request. If the actual cost exceeds the estimate, the Port will not release the documents until the fee is received in full.
7. If the estimated cost is less than \$25.00, the Port will fulfill the request and present the requestor with an invoice to be paid before release of the documents.
8. Attorney Fees: Copies of public records that require attorney time, over one-half hour, for segregation of exempt from non-exempt material will be provided at the Port's actual cost for attorney time, copying, and delivery charges.

### **COSTS FOR MISCELLANEOUS PORT SERVICES**

Photocopying Black & White:

1-20 pages	\$00.50
21-50 pages	\$00.25
50+ pages	\$00.15
Annual Budget (per copy)	\$25.00
Research Cost: Staff hourly wage, plus benefits (first ½ hr. free)	Varies