



CITY OF MORO

P.O. BOX 231 • 104 FIRST STREET • MORO, OREGON • 97039

PHONE: 541-565-3535

EMAIL: morocityhall@cityofmoro.net WEBSITE: www.cityofmoro.net

City of Moro Public Records Request Form

Submit a written request to the City of Moro with:

Name: _____ Date: _____

Mailing Address: _____

Phone: _____

Email: _____

Provide a detailed description of documents requested(attach additional pages if needed):

Pursuant to ORS 192.324, The City Administrator will acknowledge receipt of your request within 5 business days. You will also be provided an estimate on how long it may take to assemble records and the cost of your request. If the estimated cost is greater than \$25.00 you will be informed of the estimated cost and whether payment is due before the request will be processed. The actual cost of this request is the responsibility of the requestor. Costs of these documents are listed on City's Cost and Fee Schedule; see below (subject to change from year to year).

- Photocopies \$0.25 per page
- Digital Media \$ 10.00 and \$0.10 per page
- Public information copies \$1.00 per page (regarding online or Court House findings)
- Locating or finding/copying information \$5.00 per page (subject to staff time/ attorney time as applicable)
- For records requests that require extensive staff time to fulfill, staff time will be billed at \$40.00 per hour.
- For records requests that require legal review, City Attorney time will be billed at \$210.00 per hour.

By signing below, I understand the cost that could occur with this request.

Name: _____

Signature: _____

Date: _____