

# City of St. Helens

265 Strand Street • St. Helens, OR 97051  
Phone: (503) 397-6272 • Fax: (503) 366-7932

**FOR OFFICE USE ONLY**  
Date of Last Action: \_\_\_\_\_

## REQUEST FOR PUBLIC RECORD(S)

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

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

<b>Minimum \$20.00 Deposit Required*</b>
Date Request Rec'd: _____
Received By: _____
Deposit Paid: \$ _____
Receipt # _____

**If you are a third-party (i.e., attorney, insurance company, etc.), who are you representing:**

\_\_\_\_\_  
*If you are a law enforcement agency or government/community partner (i.e., DHS, CCMH, DMV, DA's Office etc.), you can contact the St. Helens Police Department directly with your request without completing this form.*

Case or File No.: \_\_\_\_\_

Name(s) of Parties Involved: \_\_\_\_\_

Date of File/Occurrence: \_\_\_\_\_

Information Requested: (attach additional paper if needed)

**By signing this request, I acknowledge that I will be required to pay a minimum \$20 deposit\* before my request is processed. I further understand that if the actual cost is above the deposit amount that I will be notified of the additional fee I will need to pay. If the actual cost is less than the deposit paid, I will be refunded the difference. I further understand that if, after paying the deposit, I decide I do not want the information requested, but staff has already conducted the research, I will forfeit the deposit.**

Signed: \_\_\_\_\_ Date Signed: \_\_\_\_\_

### FOR OFFICE USE ONLY

Forwarded to:  City Recorder  City Attorney Date forwarded: \_\_\_\_\_

Signature authorization to commence research: \_\_\_\_\_

Staff member assigned: \_\_\_\_\_

Fees:	Actual
Miscellaneous Fees:	\$ _____
Labor Cost:	+ \$ _____
<b>TOTAL COST:</b>	\$ _____
Less Deposit:	- \$ _____
<b>TOTAL AMOUNT DUE:</b>	\$ _____
<b>Or AMOUNT TO REFUND:</b>	\$ _____

Date Items Available: _____
Date Notified: _____
Notified By: _____
Total Due: \$ _____
Date Paid: _____
Receipt # _____
Disposition: <input type="checkbox"/> Paid & picked up <input type="checkbox"/> Never picked up

\*Exception: Established fees for certain items (e.g. Police Report, Business License Master List, etc.)

**ORS 192.324 authorizes a public body to establish fees to reimburse for actual costs in making public records available. The actual costs may include: a charge for the time spent by the public body's staff in locating the public records; reviewing the records in order to delete exempt material; supervising a person's inspection of original documents in order to protect the records; copying records; certifying documents as true copies; or sending records by special methods such as express mail. The St. Helens City Council adopted Resolution No. 1972, including any amendments, establishing a system of recovering City expenses incurred in responding to public documents and records requests.**

**Please be advised that all requests for Public Records must be made in writing to the City Recorder or City Attorney**

**A deposit\* of not less than \$20 must be paid at the time of request. The deposit must be paid before any requests are processed. If the actual costs exceed the deposit, you will be notified prior to the research continuing. If the actual costs are less than the deposit paid, a refund of the overage will be processed. However, if after paying the deposit, you decide you do not want the information requested, but staff has already conducted the research, you will forfeit the deposit.**

**If you are indigent or have no means to pay for your request, you must complete an Application for Waiver or Reduction of Fees form and submit it at the time of your Public Records Request.**

**For additional information, please contact City Hall at 503-397-6272.**

***\*Exception: Set fees for certain items (e.g. Police Report, etc.).***

# City of St. Helens

## FEES

Adopted by Resolution No. 1972, January 1, 2023

Fee Type	Cost
Appeals Fee - General	\$ 175.00 per appeal
Lien Search	\$ 29.00 per lien search
Non-Sufficient Check Charge	\$ 25.00 per check
Photocopies & Printouts: Black & White: 8½" X 11" Black & White: 8½" X 14" Black & White: 11" X 17" Color: 8½" X 11" Color: 8½" X 14" Color: 11" X 17" Up to 22" X 34" (B&W or Color) Up to 24" X 36" (B&W or Color) Greater than 24" X 36" (B&W or Color)	\$ .25 per side \$ .35 per side \$ .50 per side \$ .50 per side \$ .75 per side \$ 1.00 per side \$ 3.00 per page \$ 4.00 per page \$ 5.00 per page
Police Reports	\$ 20.00 per case number (up to 30 pages)
Public Records Requests – Labor <div style="border: 1px dashed black; background-color: yellow; padding: 5px; margin: 5px 0;">                         If staff time spent on any single request is 15 minutes or less, the Labor fee is waived. However, if staff time spent exceeds 15 minutes, Labor is charged.                     </div>	Full hourly wage of employee(s) providing service, charged to the ¼ hour
Reproduction of Audio/Video Recordings from City Meetings	\$ 20.00 per cassette/CD/DVD/USB
Reproduction of Digital Photos/Audio/Video from Police Dept.	\$ 20.00 per cassette/CD/DVD/USB