



Public Records Request

REQUESTOR INFORMATION	
Requestor Name:	
Email:	
Phone:	
PROJECT INFORMATION	
Name of Project/Development:	
Permit Number(s):	
Job Site Address(es):	
DETAILED DESCRIPTION OF REQUESTED RECORDS	
<i>Please include as much information as possible.</i>	
AUTHORIZED SIGNATURE	
Signature: _____	Date: _____
<p>ORS 192.440(3) authorizes a public body to establish fees to reimburse for actual cost in making public records available. The actual cost may include: a charge for the time spent by the public body 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 Hillsboro City Council adopted Resolution No. 2582, establishing a system of recovering City expenses incurred in responding to public documents and records requests.</p> <p>Labor Costs: City staff searches for the requested items at no cost for 30 minutes. After the first 30 minutes, the cost is \$55 per hour. If the search exceeds 30 minutes, Department staff will notify the requester the estimated time and cost for the records request search. If the requester chooses to proceed with the request, an email with an online payment link will be provided to the customer prior to continuing the search. If the requested items are located, staff will send the requestor the documents via email or send instructions to access the documents via ProjectDox, depending on the size and item requested. Each request is reviewed individually.</p>	
OFFICE USE ONLY	
Design Professional Approval Required: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Total Hours:	

Development Services & Permitting Center

Email Permits@Hillsboro-Oregon.gov Phone 503-681-6153 Fax 503-681-5250 Web Hillsboro-Oregon.gov/Permits