

Public Records Request Form

Oregon Public Records Law (ORS 192) grants every person the right to inspect any public record of a public body in the state, unless exempt from disclosure by law. Persons wanting to inspect or obtain copies of PDC records need to complete this form and submit it to:

Portland Development Commission

ATTN: Legal Admin FAX: 503-823-3368

222 NW 5th Ave.

Portland, OR. 97209

Generally, within five (5) business days you will be contacted regarding arrangements to inspect and/or produce copies of records; and estimated fees.

Description of Records Requested:

I am interested in: Personally Inspecting Records Obtaining Copies

Is this request related to a civil judicial proceeding to which a public agency is a party? Yes No

Request Submitted By:

Name _____	Telephone _____
Address _____	Fax _____
City, State, Zip _____	E-mail _____

******* FOR PDC USE ONLY *******

Date Request Form Received By Legal _____ (Forward copy to Exec. Dir.)	
Legal Counsel Review of Request and Identification of Exempt Records (if any):	
Completed By _____ Date _____	
Executive Director Approval of Records Request Disposition _____ Date _____	
Requester Contacted With Response to Request By _____ Date _____	
Estimated Fees:	Comments:
Staff Time ____ hrs @ \$ ____ = \$ _____	_____
# of Copies ____ @ \$ ____ = \$ _____	_____
Other Reproduction Costs \$ _____	_____
Total Estimated Fees \$ <input type="text"/>	
Fee Received:	Records Inspected By/Delivered To:
By _____ Date _____	_____ Date _____