CITY OF PORTLAND
UNIFORM RESPONSE TO PUBLIC RECORDS REQUESTS

Requestor Name: Becky Straus, ACLU Date of Request: 08/03/2011

The City of Portland acknowledges receipt of your Public Records Request and responds as follows:

☐ 1. Enclosed are copies of all requested public records for which the City does not claim an exemption from disclosure.

   $____ payable in full at the time copies are provided. (For fees not exceeding $25.00)

☐ 2. The City will provide copies of all requested public records for which the City does not claim an exemption from disclosure, as soon as practicable.

   $____ payable in full at the time copies are provided. (For fees not exceeding $25.00)

☐ 3. Some or all of the public records requested are exempt from disclosure and will be redacted or not provided. (state or federal law)

☐ 4. The City requests additional information or clarification before the City can search for the records and make an appropriate response. Please contact ______________ to provide more detail on the type of document, date, author, title, etc.

☐ 5. The City is uncertain whether it possesses the public records, and will search for the records and make an appropriate response as soon as practicable.

☐ 6. The City does not possess or is not the custodian of the requested public records.

☐ 7. (state or federal law) prohibits the City from acknowledging whether the record exists; or acknowledging whether the record exists would result in the loss of federal benefits or other sanctions.

☐ 8. The City is the custodian of at least some of the requested public records and an estimate of the time and fees for disclosure of the public records will be provided by the City within a reasonable time.

☐ 9. The City is the custodian of at least some of the requested public records and the estimated fees exceed $25.00. Please sign and return the following agreement to proceed.

   Estimated time the City requires before the public records may be inspected or copies provided: 8 hours

   Estimated fees that the requester must pay before receiving the public records: $1,233.28

   If the estimated total exceeds $100, 50% deposit required to proceed: $616.64

AGREEMENT TO PAY COST OF PROCEEDING WITH YOUR PUBLIC RECORDS REQUEST WHEN ESTIMATED FEES EXCEED $25.00:

If the fee estimate exceeds $100, a 50% deposit may be required to proceed with your request.

Full payment of the total amount of costs incurred is required before the public records may be inspected or copies released.

I HAVE READ AND AGREE TO COMPLY WITH THE ABOVE CONDITIONS, and further agree to pay the cost of fulfilling this Public Records Request according to the conditions set forth above. These costs may include the cost of locating records, reviewing records to redact exempt material, supervising the inspection of records, copying records, certifying records and mailing records, including the cost of searching for records.

__________________________________________
Signature of Requestor

__________________________________________
Date

Requestor Name (Please type or print clearly)

After signing, return to Ryan Rees, Portland Police Bureau / 503-823-6053 (City contact)