

**CITY OF SEASIDE
PUBLIC RECORDS REQUEST**

REQUESTOR INFORMATION:

Date of Request: _____

Request is for: ☐ inspection of public records ☐ copies of public records

Name: _____

Mailing Address: _____

City, State, Zip: _____

eMail Address: _____ Daytime Phone: _____

Preferred Method of Contact: ☐ Mail ☐ Phone ☐ eMail

If available, do you wish to get a certified copy of the public records requested? [Please note that there will be additional charges for this service.] ☐ Yes ☐ No

PUBLIC RECORD INFORMATION:

Designate City Department from which records are requested: _____

What type of records are you requesting? (E.g., annual report, aerial photos, meeting minutes, correspondence, staff reports, etc.) Be as specific as possible. [If you need more room, please attach additional sheets of paper.]

For what time frame? (July 1994 to present; most current; last two years, etc.) _____

Please provide any additional details that will aid in quickly locating the documents you are requesting (e.g., permit or application numbers; tax account numbers; project name; owner's name; property address, etc.) _____

NOTE: Public records are writings containing information relating to the conduct of the public's business. Writings include handwritten, typed, photographed, electronic or otherwise recorded words, letters, pictures, sounds, symbols or combinations of any of these mediums. ORS 192.311. There are numerous exceptions to the public records laws which allow a public body to refuse to disclose public records. ORS 192.345, 192.355. Public bodies are not required to explain or answer questions about their public records, nor are they required to create public records where none exist. Public bodies are required to make available for inspection and copying, subject to any applicable exemptions, only those records that exist at the time of the request.

All public records requests need to be submitted to the City of Seaside City Recorder by email at publiccomment@cityofseaside.us, by mail to City of Seaside Public Records Request, 989 Broadway, Seaside, OR 97138 or hand delivered to Seaside City Hall.

Under Oregon's Public Records Law (ORS 192.410 – 192.505) the public has the right to inspect and copy certain public records. The law also states that certain records are confidential and therefore exempt from public disclosure (ORS 192.501). Based on the extent of your request, we may determine that a cost estimate should be prepared. If so, we will provide a written estimate of the fee. A list of some of our fees are provided [via this link](#).