

**FORM B**  
**CITY OF SALEM**  
**PUBLIC RECORDS REQUEST**  
**STAFF INSTRUCTIONS AND COST ESTIMATES**  
 [For completion by Department Records Manager]

**PRELIMINARY INQUIRIES**

Is this a request for public records, as opposed to information? [For example, a record is something you could go find, such as a report, map, deed, letter, computer printout or file, and either obtain a copy or allow the requestor to view it. If no public record exists, we are not obligated to create one.] If this is a request for information, immediately advise the City Recorder that no public records exist.

Does the request appear to request records which this Department maintains? If not, advise the City Recorder that your Department maintains no such public records and, if known, where the records are believed to be maintained.

Is the request simple or complex? If it is complex, unusual, or requests records which appear to be exempt from disclosure, the City Attorney should be consulted.

ESTIMATE CHARGES FOR REQUEST FROM: \_\_\_\_\_

A. Estimated cost to locate records, separate non-disclosable records, delete confidential information, make copies, certify copies, organize, tailor or compile records. [If request is expected to take 10 minutes or less, there is no charge.]

Estimated staff time: \_\_\_\_ hours X \$\_\_\_\_\_ per hour = \$ \_\_\_\_\_

B. Estimated cost for the City Attorney to review request.

Estimated staff time: \_\_\_\_ hours X \$\_\_\_\_\_ per hour = \$ \_\_\_\_\_

C. \*Estimated copies: \_\_\_\_ pages X 35¢ per page black & white = \$ \_\_\_\_\_  
                                   \_\_\_\_ pages X \$1.00 per page color = \$ \_\_\_\_\_

*\* If only inspection of the public record(s) has been requested, an estimate of photocopy costs need not be made.*

D. Estimated certified copies: \_\_\_\_ documents X \$5.00 per document = \$ \_\_\_\_\_

E. Additional fees: (e.g., oversize copies, electronic records, audio tapes, certain finance/assessment/taxation/election documents) consult the current fee schedule. Also special request fees, such as mailing public records to Requestor, add actual cost of mailing plus staff time. = \$ \_\_\_\_\_

**Total estimated charges for responding to public records request: \$ \_\_\_\_\_**

THIS AMOUNT MUST BE PAID PRIOR TO FURTHER PROCESSING THIS PUBLIC RECORDS REQUEST. ONCE THE CITY RECORDER HAS ADVISED THAT PAYMENT HAS BEEN RECEIVED, THE DESIGNATED RECORDS MANAGER WILL BE DIRECTED TO MAKE THE PUBLIC RECORDS READY FOR INSPECTION OR TO MAKE COPIES OF THE PUBLIC RECORDS. REMEMBER TO TRACK ALL TIME AND EXPENSES INCURRED IN RESPONDING TO THE REQUEST (see, Final Costs, Form E), WHICH SHOULD BE DELIVERED TO THE CITY RECORDER WITH THE REQUESTED PUBLIC RECORD(S).

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[Designated Department Records Manager]

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[Date]

When form is completed, retain original and send copies to  
the City Recorder and the City Attorney