



PUBLIC RECORDS REQUEST

Albany Fire Department, City of Albany, Oregon

Notice: Public Records laws are addressed in Oregon Revised Statutes (ORS). City of Albany Policy F-05-08, Public Record Requests, outlines the City's procedures. Fees are listed on the back of this form. Prepayment and confirmation to proceed will be required for requests that exceed \$25.

Requestor Information:

Name	Agency name <i>(if applicable)</i>		
Email	Mailing address		
Phone			
Fax	City	State	Zip

Property Record:

Date or date range	Report #		
Address	City	State	Zip
<input type="checkbox"/> Fire Report <i>(National Fire Incident Reporting System, NFIRS)</i> <input type="checkbox"/> Fire Investigation: <input type="checkbox"/> Investigator's Report <input type="checkbox"/> Supporting Documents <i>(may be extensive; refer to fee schedule)</i> <input type="checkbox"/> Occupancy Inspection <input type="checkbox"/> New Construction <i>(Prior to 1998 Fire Dept.; after 1998, refer to Community Development, Building Division)</i> <input type="checkbox"/> Environmental Impacts Search <i>(Albany Fire Department does not maintain consistent records on specific hazardous materials or quantities stored on site. Refer to the State Fire Marshal's Office for more information: 503-378-6835, www.oregon.gov/OSP/SFM)</i> Select one or more of the following that apply to environmental impacts record search: <input type="checkbox"/> Fire Reports <input type="checkbox"/> Inspection Reports <input type="checkbox"/> HazMat Response Reports <input type="checkbox"/> Fixed HazMat Storage Tank Records			

Ambulance Record:

(Attorneys and representatives call 541-917-7710. DO NOT USE THIS FORM.)

Photo ID presented in person required to release records. This authorization may be revoked at any time. Unless revoked earlier, this consent expires 180 days from date of signing. To revoke this authorization, send written request to Albany Fire Department, Ambulance Billing, PO Box 490, Albany, OR 97321. **Select one or more of the following that apply to ambulance record search:**

<input type="checkbox"/> All Related Medical & Billing Documentation <input type="checkbox"/> Refusal of Medical Care or Transportation <input type="checkbox"/> EMS No-Medical Need/Public Assist Report	<input type="checkbox"/> Pre-Hospital Care Report <input type="checkbox"/> Billing Statements <input type="checkbox"/> Other _____
My signature below authorizes Albany Fire Department to disclose copies of ambulance medical records identified above for _____ to _____ for services rendered on _____, AFD Run # _____.	

Other Record *(provide description)* _____

Signature	Date
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Return completed form: by email to Fire-Records@cityofalbany.net; by mail to PO Box 490, Albany, OR 97321; or in person to 611 Lyon St. SE, Albany OR 97321. **Questions:** call 541-917-7700.

FOR STAFF USE			
1. RECEIVED	2. MANDATORY ACKNOWLEDGMENT	3. INFORMATION/CLARIFICATION	4. FEES
Date:	Date:	Date Requested:	Date Notified:
RIM Coordinator:	Method: <input type="checkbox"/> copy of form <input type="checkbox"/> email <input type="checkbox"/> mail <input type="checkbox"/> fax	Date Received:	Date Paid: Total Fees:
5-day count begins	10-day count begins	10-day count stops while waiting for response; restarts when received*	10-day count stops while waiting for payment; restarts when received*
* If no response is received within 60 days, the Public Records Request is closed.			
5. COMPLETED			
Completed by:		Date completed:	<i>Fire Dept retains copies of requests.</i>

Mandatory Acknowledgment Statement per ORS 192.324 (2)(a-c)

Dear Requestor, thank you for your public records request. The City:

holds the records you've requested. does not hold the record(s) you've requested. is not certain whether it holds the record(s) you've requested.

PUBLIC RECORDS FEE SCHEDULE

- Copies of Public Records:** See table below.
- Personal External Sources Used for Copies of Public Records.** CDs, DVDs, or USB flash drives presented by the public are prohibited. The City will provide the following items for a fee:
 - CD, DVD, or USB flash drive: \$5.00
 - Any other type of personal equipment or external source presented by the requestor in order to copy a public record must be approved by the IT Director or their designee.

Whenever public records are prepared for copying, Research and Inspection fees apply.
- Copies of Maps and other Nonstandard Documents:** Copying maps, large documents, or other nonstandard size documents shall be charged in accordance with the actual costs incurred by the City to reproduce them.
- Vulnerable Buildings:** A completed Authorization to Proceed Form from a qualified representative is required before the records can be disclosed.
- Inspection Fees and Research Fees:** Inspection means official records inspected by the public in the presence of a staff member. Research includes locating, collating, and copying public records, including electronic records. Up to 30 minutes: no charge. After 30 minutes: \$15.00 for every 15-minute block, with the last 15-minute block to be prorated.
- Written Notification:** Requests with fees estimated to exceed \$25 require written notification of the estimated amount followed by confirmation from the requestor to proceed with the public records request. Prepayment in full is required for requests estimated to exceed \$25. If the actual time and cost are less than estimated, the excess money shall be refunded to the requestor. If the actual cost and time are more than estimated, the difference shall be paid at the time the records are produced.
- Additional Charges:** If a request is of such magnitude and nature that compliance would disrupt the City's normal operation, the City may impose such additional charges as necessary to reimburse the City for its actual costs of producing the records, including but not limited to excessive postage fees.
- Reduced Fee or Free Copies:** Whenever the City determines that providing copies of public records at a reduced fee or without costs would be in the public interest, the City may so authorize per ORS 192.324(5).

Copy Cost	
8.5" x 11" black & white	\$0.25 per pg (\$0.50 for duplexed)
11" x 17" black & white	\$0.50 per pg (\$1.00 for duplexed)
8.5" x 11" color	\$0.50 per pg (\$1.00 for duplexed)
11" x 17" color	\$1.00 per pg (\$2.00 for duplexed)
Inspection fees and research fees	
Up to 30 minutes	no charge
After 30 minutes	\$15.00 for each 15-minute block; last block prorated

Electronic formats	
Each DVD, CD, or USB drive	\$5.00
Other media	Actual cost of reproduction
Maps & Nonstandard	To Certify as a True Copy
Actual cost of reproduction	\$5.00 in addition to copy charges
<i>Additional charges may apply; see #7 above.</i>	
For Police or Fire Department public records request forms, see cityofalbany.net/publicrecords or call: Albany Police Department, 541-917-7680; Albany Fire Department, 541-917-7700.	