



STAFF REPORT

Meeting Date: May 20, 2026
Author: Kathy Payne, HR Coord/City Recorder
Department: Administration
Division: City Recorder/HR
Subject: Public Records Request Policy & Procedures
Type of Item: Action
CC: City Administrator John Walsh

Introduction:

About a year ago, we formed a Public Records Request Policy Review Committee internally consisting of myself, Deputy City Recorder Lisa Scholl, Municipal Court Clerk Melanie Payne, Records & Evidence Specialist Pati Askelson, City Attorney Ashley Wigod, and City Prosecutor Sam Erskine. We have met several times and communicated via email.

Background:

Over the course of the year, the Committee reviewed the City's current practices and procedures and compared them against a couple other cities' policies to come up with the attached draft policy.

Staff Analysis:

The Committee found it necessary to create a policy that captures our overall practices and procedures as well as making sure the policy aligns with the law concerning the public's right to access public records.

Budget Impact:

No impact to the budget.

Alternatives:

Option 1: Amend the draft policy document and direct staff to bring back a resolution to adopt the policy on June 17.

Option 2: Do not make any changes to the draft policy document, and direct staff to bring back as is for adoption by resolution on June 17.

Requested Action:

Direct staff to amend draft policy (or not) and bring back resolution for adoption on June 17.

Attachment:

- Public Records Request Policy and Procedures



Public Records Request Policy & Procedures

Updated: May 20, 2026

A. Purpose and Authority.

Oregon's public records law, Oregon Revised Statutes (ORS) Chapter 192, provides that every person has a right to inspect any non-exempt public record of a public body in this state subject to reasonable procedures.

For the purposes of inspection, a "public record" is "any writing that contains information relating to the conduct of the public's business, including but not limited to court records, mortgages, and deed records, prepared, owned, used or retained by a public body regardless of physical form or characteristics (ORS 192.411).

Most records in the possession of a public body must be made available to the public for inspection; however, Oregon law provides exemptions for certain records or parts of records and authorizes or requires the City to redact or withhold those records.

The purpose of this policy is to:

- establish clear procedures for public records requests,
- develop public records request forms,
- establish a schedule of fees,
- provide other guidance to City staff and the public,
- protect its records, and
- prevent interference with the regular discharge of City duties.

B. Responsibility for Responding to Public Records Requests.

The City has two points of contact for public records:

1. the City Recorder's Office (for general records other than police and municipal court records); or
2. the Municipal Court Clerk (for police and municipal court records)

Any requests involving exempt information may require legal advice or research and will be coordinated with the City Attorney's Office or City Prosecutor.

C. Public Records Request Forms.

1. General City Records other than Police and Municipal Court (Attachment 1).
2. Police and Municipal Court (Attachment 2).

The City Administrator may approve minor modifications to the forms to improve usability or accessibility when requesting public records.

D. Requests must be submitted in writing.

Public records requests must be made in writing submitted on the designated City form, unless an accommodation is requested and granted.

E. Accommodations.

1. The City will make reasonable accommodations for people with disabilities and/or those needing assistance with language interpretation and translation when making public records requests.
2. Reasonable accommodation requests related to public records should be made via email to cr@sthelensoregon.gov.

F. Guidelines for Submitting Public Records Requests and City's Response.

1. **Identify.** Requesters must identify and describe the records sought with as much specificity as possible, including a date range and the record title, if known.
2. **Clarify the Request, as needed.** The City may contact the requester to clarify the request or make suggestions to reduce the cost of fulfilling the request. For example, using narrower search terms or a narrower date range, limiting the search to only the most relevant employees of the public body, or excluding the records most likely to contain exempt information, may make the request easier, and therefore less costly, to fulfill. While requesters are under no obligation to refine their request in order to reduce cost, many appreciate the opportunity to work with the public body to obtain the records they seek for a lower cost.
3. **Minor Changes.** Minor changes that clarify or narrow the original request are allowed. However, the City may require that any changes that expand the request to include new records – such as adding new dates, individuals, or types of records be

submitted as a new request or notify the requestors that the timeline to respond to the request will be reset.

4. **The City is Not Required to Create New Records.** The City is only required to provide existing public records in response to records requests. The City is not required to create documents to respond to public records requests or questions of interest. The City will fulfill requests for records that exist up to the date and time the public records request is submitted or as specified on the public records request form. Requesters seeking to inspect or obtain copies of records on a continuing basis must submit new, successive records requests for each date range, which cannot extend beyond the date and time the public records request is submitted.
5. **Questions are Not Considered Public Records Requests.** A requester cannot reframe a question as a public records request or ask the City to perform research in response to a question. Instead, requests must identify a specific document or objective criteria to locate documents that contain information related to the conduct of the City's business.
6. **City's Acknowledgement of Request.** The City Recorder's Office or Municipal Court Clerk will acknowledge receipt of a public records request within five (5) business days of its receipt and:
 - a. Confirm that the public body is the custodian of the requested record(s);
 - b. Inform the requester that the public body is not the custodian of the requested record(s); or
 - c. Notify the requester that the public body is uncertain whether the public body is the custodian of the requested record(s).
7. **Next Response.** Within fifteen (15) days of the request, the City will respond to the public records request as follows:
 - a. Complete its response to the public records request; or
 - b. Provide a written statement that the City is still processing the request and a reasonable estimated date by which the public body expects to complete its response based on the information currently available. Under this response, the City will do at least one of the following:

- i. Request a clarification or ask additional information from the requester; or
 - ii. Provide a cost estimate for the actual costs of making public records available; or
 - iii. State that the City is in possession of at least some of the requested records, the amount of time City staff will expend before the records will be available to inspect, a cost estimate for providing the records, and, if estimated costs exceeds the initial deposit of \$20, a statement that a deposit of the estimated cost is required prior to retrieval of the records and any remaining balance is due before records will be released; or
 - iv. State that the City is uncertain if it possesses the records, the amount of time City staff will expend to search for the records, a cost estimate for the time to search for the records, and, if the estimated costs exceeds the initial \$20 deposit, a statement that prepayment is required prior to retrieval of the records.
- c. If the requester fails to provide information or payment within 60 days of the City's request, the City will close the request.
- d. After gathering the records, the City may notify the requestor that as a result of the type and substance of responsive records, additional legal review and/or redactions are required and the City will provide the estimated cost to provide that additional legal review.

8. Delay in Completing the Records Response.

- a. Per ORS 192.329(6), the City may notify requestor that the completion of the records response is delayed if:
 - i. The staff or volunteers necessary to complete a response are unavailable (which includes when staff or volunteers are on leave or are not scheduled to work).
 - ii. Compliance would demonstrably impede the public body's ability to perform other necessary services.

- iii. The volume of public records requests being simultaneously processed by the public body.

9. **Completed Response.** Once the records are gathered and any applicable costs are paid, the City will provide a completed response that includes the following, as applicable:

- a. Notice that the City is not in possession of the requested records;
- b. Notice declining to acknowledge if the documents exist (pursuant to state or federal law);
- c. Notice that the City will provide disclosure of responsive and non-exempt records;
- d. Notice that some or all of the responsive records are withheld and/or redacted pursuant to state or federal law and assert all applicable exemptions. If applicable, provide the redacted records; and
- e. Information about the requestor's option to seek review by the Columbia County District Attorney's Office of the City's decision if access is denied either by withholding or redacting records.

G. Fees and Fee Waivers for Public Records Requests.

- 1. **Fees.** Oregon law authorizes public bodies to establish reasonable fees to be reimbursed for the actual costs of making public records available. The City's actual costs may include:
 - a. Time or costs to copy or convert records to paper or other media and mailing expenses.
 - b. Time spent locating, reviewing, redacting, copying, and supervising a person's inspection of original records in order to protect them.
 - c. Research time to locate the requested records, even if no records are located or if the requested records are determined to be exempt from disclosure.
 - d. Any time spent notifying public employees of requests for employee personal information.

- e. Time spent by an attorney to review, redact, or segregate records for possible exemptions.

There will not be any costs charged if the request from start to finish takes fifteen (15) minutes or less of staff time to produce.

2. **Fee Schedule.** The City's Fee Schedule for Public Records Requests is attached to each public records request form and is also available on the City's website at <https://www.sthelenoregon.gov/administration/page/universal-fee-schedule>.
3. **Other Costs.** In addition to the cost of employee labor, the City, at its discretion, may charge requesters the actual cost of materials used to copy records or convert records from one form to another (for example, the costs of paper or toner), as well as mailing costs. If the City uses third-party contractors or a third-party vendor to fulfill all or part of a public records request, the City may pass the actual costs charged by such third parties to the requester.
4. **Fee Waiver.** Oregon law allows, but does not require, the City to provide a full or partial fee waiver of the costs to fulfill a public records request "if doing so is in the public interest because making the record(s) available primarily benefits the general public."¹ This is distinct from situations where disclosure would primarily affect "a concern or interest of a private individual or entity."²

The City may request additional information beyond what is provided on the fee waiver request form, to evaluate whether the request primarily benefits the public interest or primarily a private interest.

Relevant factors for whether the requestor has established a sufficient public interest include:

- the purpose for which the requester intends to use the information,
- the character of the information,
- whether the requested information is already in the public domain, and
- whether the requester can demonstrate the ability to disseminate the information to the public.

¹ In Defense of Animals, 199 Or App at 189. Because this analysis is consistent with how federal courts construed the former federal statute that was the model for ORS 192.324(5), those federal cases provide useful guidance as to how Oregon courts may apply the state standard.

² Id. at 188; Public Records Order, Dec 5, 2016, DeMartino (no public interest in fee waiver where requester sought records related to a court case to which he was a party).

The City is not required to grant the fee waiver and the City may review each request on a case-by-case basis, but it must be reasonable under the totality of the circumstances.

Facts typically relevant to a fee waiver decision include:

- how narrowly tailored the request is to a matter of public interest;
- the burden placed on the public body:
 - the time and expense needed to fulfill the request;
 - the volume of the records requested;
 - the need to segregate exempt from nonexempt materials;
- whether the fee was avoidable;
- whether the fee impacts the public interest:
 - the ability of the requester to pay the fee; and
- other considerations may be appropriate in any given case.

5. **Payment Required.** Unless waived, full payment of the total amount of costs incurred is required before the public records may be inspected or copies released.
6. **Refunds.** Refunds will be issued only in the event of overpayment, duplicate payments, or payment made when no public records request fee was due. Refunds may be requested by sending an email to cr@sthelensoregon.gov.

H. Right to Appeal City's Decision on Records Request or Fee Waiver.

1. **Petition.** Any person denied the right to inspect or to receive a copy of any public record of the City of St. Helens or receive a fee waiver may petition the Columbia County District Attorney for review, in accordance with ORS 192.415.
2. **Petition Form and Copy City.** A petition for the denial of a public record or a denial of a fee waiver request must copy the City of St. Helens at cr@sthelensoregon.gov and may be made on Attachment 5 - Petition for District Attorney's Review of Public Records Request Denial of Full or Partial Fee Waiver.
3. **Elected Officials Records.** The right to inspect or receive a copy of a public record in the custody of an elected official, or in the custody of any other person but as to which an elected official claims the right to withhold disclosure, are not eligible to be petitioned to the District Attorney. Instead, a person who believes they were denied the right to inspect or receive a copy of a record in the custody of an elected official may institute proceedings for injunctive or declaratory relief in the appropriate circuit court, in accordance with ORS 192.427.

I. Other Resources.

Further information regarding making public records requests and publicly available information can be found at:

1. The Oregon Attorney General's Public Records and Meetings Manual.
2. A Quick Reference Guide to Oregon's Public Records Law, published by Open Oregon: a Freedom of Information Coalition in collaboration with the Oregon Attorney General's Office.

J. Attachments:

1. General Public Records Request Form
2. Police and Municipal Court Public Records Request Form
3. Public Records Requests Fee Schedule
4. Common Oregon Public Records Law Exemptions
5. Petition for District Attorney's Review of Public Records Request Denial of Full or Partial Fee Waiver Form

City of St. Helens

265 Strand Street ♦ St. Helens, OR 97051
Phone: (503) 397-6272 ♦ Fax: (503) 397-4016

FOR OFFICE USE ONLY
Date of Last Action: _____

PUBLIC RECORD(S) REQUEST FORM

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

Minimum \$20.00 Deposit Required*

Date Request Rec'd: _____

Received By: _____

Deposit Paid: \$ _____

Receipt # _____

Is this request related to a lawsuit in which the City of St. Helens is a part, or a tort claims notice filed with the City of St. Helens? ☐ Yes ☐ No

RECORD TYPE (Check all that apply):

- ☐ Planning Division Records ☐ Building Division Records ☐ Engineering Division Records
☐ Finance Records ☐ City Personnel Records ☐ Water Quality Division Records
☐ Ordinance or Resolutions ☐ City Council Records ☐ Other _____
☐ Email Records; list key words to search: _____

Inclusive Date(s): _____

Information Requested (Please describe the materials you are requesting in as much detail as possible: type of document, author, title, location, etc. Attach additional paper if needed.): _____

By signing this request, I acknowledge that I will be required to pay a minimum \$20 deposit before my request is processed. I further understand that if the actual cost is above the deposit amount that I will be notified of the additional fee I will need to pay. If the actual cost is less than the deposit paid, I will be refunded the difference. I further understand that if, after paying the deposit, I decide I do not want the information requested, but staff has already conducted the research, I will forfeit the deposit.

Signed: _____ Date Signed: _____

FOR OFFICE USE ONLY

Date forwarded to City Recorder: _____ Authorization to commence research: _____

Staff member assigned: _____

Fees:	Actual
Miscellaneous Fees:	\$ _____
Labor Cost:	+ \$ _____
TOTAL COST:	\$ _____
Less Deposit:	- \$ _____
TOTAL AMOUNT DUE:	\$ _____
Or AMOUNT TO REFUND:	\$ _____

Date Estimate Provided: _____

Estimate Due: \$ _____

Estimate Paid: _____

Receipt # _____

Date Items Available: _____

Total Due or Refund: \$ _____

Date Paid or Refunded: _____

Receipt # _____

Disposition: ☐ Paid & emailed/picked up

ORS 192.324 authorizes a public body to establish fees to reimburse for actual costs in making public records available. The actual costs may include: a charge for the time spent by the public body's staff in locating the public records; reviewing the records in order to delete exempt material; supervising a person's inspection of original documents in order to protect the records; copying records; certifying documents as true copies; or sending records by special methods such as express mail. The St. Helens City Council adopted Resolution No. 2062, including any subsequent amendments, establishing a system of recovering City expenses incurred in responding to public documents and records requests.

Please be advised that all requests for Public Records must be made in writing to the City Recorder; with the exception that requests for Police Reports, Accident Reports, Incident Reports, etc. must be made in writing to the Municipal Court.

A deposit* of not less than \$20 must be paid at the time of the request. The deposit must be paid before any requests are processed. If the actual costs exceed the deposit, you will be notified prior to continuation of the research. If the actual costs are less than the deposit paid, a refund of the overage will be processed. However, if after paying the deposit, you decide you do not want the information requested, but staff has already conducted the research, you will forfeit the deposit.

If you have no means to pay for your request, you must complete an Application for Waiver or Reduction of Public Records Request Fees form and submit it at the time of your Public Records Request.

For additional information, please contact City Hall at 503-397-6272.



ST. HELENS POLICE DEPARTMENT

150 S 13th Street, St. Helens, Oregon 97051
Office (503) 397-3333 ▪ Fax (503) 397-0619
email: shpdrecords@sthelensoregon.gov

Matt Smith
Chief of Police

FOR OFFICE USE ONLY

Date of Last Action: _____

POLICE OR COURT RECORD(S) REQUEST FORM

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

Minimum \$20.00 Deposit Required

Date Request Rec'd: _____

Received By: _____

Deposit paid: \$ _____

Receipt # _____

If you are a law enforcement agency or government/community partner (i.e., DOJ, DA's office, DHS, etc.), you can contact the St. Helens Police Department directly with your request without completing this form.

Case or File No.: _____ Date of File/Occurrence: _____

Name(s) and DOB of Parties Involved: _____

Type of police report:

- ☐ traffic crash report
☐ theft report
☐ criminal investigation report
☐ Other (describe) _____

☐ Court documents (please indicate specifically what you are requesting below)

Reason for the request (e.g., needed by attorney, insurance claim, background check, or set asides): _____

Information Requested: (attach additional paper if needed)

By signing this request, I acknowledge that I will be required to pay a minimum \$20 deposit before my request is processed. I further understand that if the actual cost is above the deposit amount that I will be notified of the additional fee I will need to pay. If the actual cost is less than the deposit paid, I will be refunded the difference. I further understand that if, after paying the deposit, I decide I do not want the information requested, but staff has already conducted the research, I will forfeit the deposit.

Signed: _____ Date Signed: _____

FOR OFFICE USE ONLY

Forwarded to: ☐ Court Clerk / City Prosecutor ☐ City Hall Admin Date forwarded: _____
Signature authorization to commence research: _____ Staff member assigned: _____

Fees:	Actual
Miscellaneous Fees:	\$
Labor Cost:	+ \$
TOTAL COST:	\$
Less Deposit:	- \$
TOTAL AMOUNT DUE:	\$
Or AMOUNT TO REFUND:	\$

Date Items Available: _____

Date Notified: _____ By: _____

Total Due: \$ _____

Date Paid: _____

Receipt # _____

Disposition: ☐ Paid & picked up
☐ Never picked up

ORS 192.324 authorizes a public body to establish fees to reimburse for actual costs in making public records available. The actual costs may include: a charge for the time spent by the public body's staff in locating the public records; reviewing the records in order to delete exempt material; supervising a person's inspection of original documents in order to protect the records; copying records; certifying documents as true copies; or sending records by special methods such as express mail. The St. Helens City Council adopted Resolution No. 2062, including any subsequent amendments, establishing a system of recovering City expenses incurred in responding to public documents and records requests.

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A deposit* of not less than \$20 must be paid at the time of the request. The deposit must be paid before any requests are processed. If the actual costs exceed the deposit, you will be notified prior to continuation of the research. If the actual costs are less than the deposit paid, a refund of the overage will be processed. However, if after paying the deposit, you decide you do not want the information requested, but staff has already conducted the research, you will forfeit the deposit.

If you have no means to pay for your request, you must complete an Application for Waiver or Reduction of Public Records Request Fees form and submit it at the time of your Public Records Request.

For additional information, please contact City Hall at 503-397-6272.

City of St. Helens

PUBLIC RECORDS REQUESTS FEE SCHEDULE

Adopted by Resolution No. 2062, October 15, 2025

Fee Type	Cost
Appeals Fee - General	\$ 175.00 per appeal
Lien Search	\$ 29.00 per lien search
Non-Sufficient Check Charge	\$ 25.00 per check
Photocopies & Printouts: Black & White: 8½" X 11" Black & White: 8½" X 14" Black & White: 11" X 17" Color: 8½" X 11" Color: 8½" X 14" Color: 11" X 17" Black & White: 22" X 34" Color: 22" X 34" Black & White: 24" X 36" Color: 24" X 36" Black & White: Greater than 24" X 36" Color: Greater than 24" X 36"	\$.50 per side \$.75 per side \$ 1.00 per side \$ 1.00 per side \$ 1.50 per side \$ 2.00 per side \$ 3.00 per page \$ 5.00 per page \$ 6.00 per page \$ 8.00 per page \$ 12.00 per page \$ 16.00 per page
Police Reports	\$ 20.00 per case number (up to 30 pages)
Public Records Requests – Labor If total staff time spent on any single request is 15 minutes or less, the Labor fee is waived. However, if staff time spent exceeds 15 minutes, Labor is charged.	Fully loaded hourly wage of employee(s) providing service, charged to the ¼ hour
Reproduction of Audio/Video Recordings from City Meetings	\$ 25.00 per cassette/CD/DVD/USB
Reproduction of Digital Photos/Audio/Video from Police Dept.	\$ 20.00 per cassette/CD/DVD/USB

COMMON OREGON PUBLIC RECORDS LAW EXEMPTIONS

Personnel Discipline. ORS 192.345(12) conditionally exempts personnel discipline actions and supporting documents unless the public interest requires disclosure.

Internal Advisory Opinions. ORS 192.355(1) exempts internal advisory communications of an advisory nature to the extent that they cover other than purely factual materials and are preliminary to any final agency determination of policy or action. This exemption may apply when the public body shows that the public interest in encouraging frank communication between officials and employees of public bodies clearly outweighs the public interest in disclosure.

Extremely Personal Information. ORS 192.355(2) exempts extremely personal information.

Employee Home Contact Information. ORS 192.355(3) exempts employee or volunteer residential addresses, residential telephone numbers, personal cellular telephone numbers, personal electronic mail addresses, driver license numbers, employer-issued identification card numbers, emergency contact information, Social Security numbers, dates of birth, and other telephone numbers contained in records maintained by the public body that is the employer or the recipient of volunteer services. Exemption applies upon compliance with ORS 192.363.

Submitted in Confidence. ORS 192.355(4) exempts information submitted in confidence.

Confidential by Law / Attorney-Client Privilege. ORS 192.355(8) exempts (federal) and (9) (state) information prohibited, restricted, confidential, or privilege by law, including records protected by attorney-client privilege authority in ORS 40.225.

Litigation. ORS 192.345(1) conditionally exempts records pertaining to litigation to which the public body is a party if the complaint has been filed, or if the complaint has not been filed, if the public body shows that such litigation is reasonably likely to occur.

Personal Safety Exemption. ORS 192.368 Personal Safety Exemption – exempts records that involve when a person may submit a request to public body not to disclose certain records because the person has demonstrated the person's safety is at issue. Applies to home address, phone, email, but does not include name.

Exempt Records Shared with Public Body. ORS 192.355(10) provides that records that are exempt when shared with another public body remain exempt if transferred to a second public body for official purposes. The receiving body may assert applicable exemptions as if it were standing in the shoes of the originating body, so long as the considerations that give rise to the exempt nature of the information remain applicable.

Library. ORS 192.355(23) exempts "The records of a library."

Tax Information. ORS 314.835 exempts tax Information (mandatory exemption).

Security Measures. ORS 192.345(23) conditionally exempts records that would reveal security measures or potential weaknesses in security measures that protect an individual, building, or computer system.

Trade Secrets. ORS 192.345(2) conditionally exempts trade secrets from disclosure.

LAW ENFORCEMENT SPECIFIC EXEMPTIONS

Criminal Investigatory Information. ORS 192.345(3) conditionally exempts criminal investigatory information and is applied as follows:

- Line by line review of records is required to identify information that would jeopardize investigation.
- Typical information to withhold include: names and contact information of witnesses, sources of evidence, specific descriptions of evidence, witness statements, pictures of evidence, and other non-public information used at trial.
- Apply Jensen, for records City wishes to withhold, must identify interests in secrecy, which include the release of records that would interfere with investigation, deprive person of fair or impartial trial, constitute unwarranted invasion of privacy, disclose identify of confidential source, disclose investigative techniques or procedures, endanger life or safety of law enforcement personnel.
- City must balance those interests with public's interest in disclosure.

Public Safety Officer Investigation that Does Not Result in Discipline. ORS 181A.674(3) exempts information about a personnel investigation of a public safety employee if the investigation does not result in discipline. See also ORS 192.345(12) above when investigation does result in discipline.

Undercover Officers. ORS 181A.672 prohibits a public body from disclosing "information about an employee of the agency while the employee is assigned duties the agency considers undercover investigative duties and for a period of six (6) months after the conclusion of those duties."

Officer Photographs. ORS 181A.674(2) prohibits disclosure of photographs of officers (but not videos), which may be present in an investigation file.

Officer Video or Audio Internal Affairs Interviews. ORS 192.385 prohibits disclosure of audio or video recordings of police officer internal affairs interviews (but not the transcripts of such recordings), except in very limited circumstances. Thus, any audio/video recordings of officers should always be excluded from any released investigations/discipline.

Body Worn Camera Footage. ORS 192.345(40) exempts BWC audio or video recordings from disclosure unless the public interest requires disclosure in the particular instance. If the public interest requires, request must meet ORS 192.345(40)(b) and identify the approximate date and time of an incident for which the recordings are requested and be reasonably tailored to include only that material for which a public interest requires disclosure. If released, faces of public must be blurred per ORS 192.345(40)(c).

Child Abuse. ORS 419B.035 makes confidential police reports and investigatory records compiled in response to an investigation initiated as a result of a child abuse report.

Juvenile Court Records. ORS 419A.255 exempts records when both 1) the requested record is in a juvenile court supplemental confidential file; and 2) the record relates to the youth whose file it is in. In some instances, a victim may be able to access a record relating to a crime he or she reported even if it references a juvenile.



265 Strand Street, St. Helens, OR 97051
Phone: (503) 397-6272 Fax: (503) 397-4016
www.sthelensoregon.gov

**Petition for District Attorney's
Review of Public Records Request Denial of Full or Partial Fee Waiver
ORS 192.324(4) and ORS 192.411**

On _____, I, _____, requestor, filed a Public Records Request with the City of St. Helens. I also requested a fee waiver.

The reason(s) for my Fee Waiver Request is/are:

The City has estimated the cost of fulfilling my Public Records Request to be \$_____.

The City replied to my Fee Waiver Request as follows:

- ☐ Granted a fee waiver in the amount of _____. (Amount or percentage)
- ☐ Denied a fee waiver in full.
- ☐ Other_____

Additional information (if needed):

I do hereby petition the District Attorney of Columbia County to review the details of my request for a fee waiver.

Requestor Signature:_____ Date Signed:_____

Complete and submit this form to:

- Joshua Pond, District Attorney for Columbia County, at Joshua.Pond@columbiacountyor.gov
- Copy to: Kathy Payne, City Recorder, at kpayne@sthelensoregon.gov