



**City of Albany**  
Finance/City Clerk's Office  
Policy #: F-05-08-010  
Title: Public Records Requests

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**Purpose** To outline procedures for public records requests.

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**Scope** This policy applies to all City employees.

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**Policy** The City of Albany provides timely and open access to public records and information not specifically exempted from disclosure by Oregon Revised Statute (ORS). Each department is responsible for following this policy, directed by their Records Information Management (RIM) coordinator.

For more information and help with public records requests, requesters may email City Clerk Mary Dibble or Deputy City Clerk Allison Liesse, at [Cityclerk@cityofalbany.net](mailto:Cityclerk@cityofalbany.net).

This policy outlines internal procedures to meet public records requests. Fees are listed on the public records request forms.

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**Guidelines**

1. **Documentation.** All public records requests must be documented using a public records request form (request form) provided on the City's website. Three request forms are available:
  - a. [City of Albany Public Records Request Form](#)
  - b. [Albany Fire Department Public Records Request Form](#)
  - c. [Albany Police Department Public Records Request Form](#)


All requests must be specific enough for the City to determine the nature and content of the records, and the department where the records may be located. Requesters needing help drafting a request may contact the person identified on the form.

2. **Responsible Department.** RIM coordinators coordinate public records requests. If the records requested are in a different department, the RIM coordinator is responsible for forwarding the request promptly to the appropriate RIM coordinator.
3. **Mandatory Acknowledgement.** ORS requires the City to acknowledge receipt of public records requests within five business days; and to fulfill the request, or provide either responsive documents or a written estimate of how long it will take to complete the request, within 10 business days from the date of the acknowledgement. The records request form documents this timeline.



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4. **Exempt Records.** Some public records are exempt from disclosure per ORS and other government agencies. The RIM coordinator completing the request must verify that the records being released are not exempt. If records are exempt, the RIM coordinator should respond to the requester within the timeline above, identifying which exemptions are being used to withhold documents. If there is any question about whether or not a record can be disclosed, please contact the City Clerk's office and/or the City attorney.
  
5. **Payment of fees.** The ORS authorizes public bodies to charge fees for requests, including requesting part of the fees in advance as a condition of receiving the public records. These fees may only cover the actual cost of processing the request. The City's fees are listed on the request forms.
  - a. Requests with fees estimated to exceed \$25 require written notification of the estimated amount followed by confirmation from the requestor to proceed.
  - b. Prepayment in full is required for requests that are estimated to exceed \$25.
  - c. Any balance for previous public records requests must be paid in full before new requests by the same requester will be processed.
  
6. **Personal External Sources; Shared Drives.** City records may not be copied onto external sources presented by the public. The City will provide an electronic storage device according to the fee schedule. Shared drives may not be used for records that contain exempt or confidential information.
  
7. **Vulnerable Building.** Records related to a vulnerable building may not be disclosed without a completed authorization to proceed from a qualified representative. RIM coordinators must complete the Vulnerable Buildings form; attach a copy to the request form, and submit as directed.
  
8. **Identity Theft Protection.** Records released as part of a public records request must comply with F-04-08, Identity Theft Protection.
  
9. **Billing.** The department responding to the request is responsible for collecting and processing payment and for verifying that previous balances have been paid before new requests from the same requestor are processed.
  
10. **Archiving.** Once the request is completed, RIM coordinators (except police and fire departments and the municipal court) should send the completed request form to the City Clerk's office.

Supersedes: F-05-08-009	Created/Amended by/date: 12-22-2020	Effective Date: 01-01-2021
City Manager Signature 		Date: 23 December 2020