

***City Staff: All Record Request Forms, along with City Response Forms, are filed with the City Recorder***

## Donna Trippett

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**From:** Sara Grill <sgrill@msmlegal.com>  
**Sent:** Wednesday, January 17, 2024 2:03 PM  
**To:** City Recorder  
**Subject:** Public Records Request  
**Attachments:** public\_records\_request\_form\_2023\_fillable.pdf

Caution! This message was sent from outside your organization.

Good Afternoon,

Attached is a records request for an inspection report at a property. I cannot sign it and scan it due to work from home because of the weather. Please consider this my signature for the request.

Thanks,



**Sara Grill**

T: 503 224 2165

E: [sgrill@msmlegal.com](mailto:sgrill@msmlegal.com)

**CONFIDENTIALITY NOTICE:** The materials in this electronic transmission (including all attachments) are private and confidential and are the property of the sender. The information contained in the materials is privileged and is intended only for the use of the named addresses(s). If you are not the intended addressee, be advised that any unauthorized disclosure, copying, distribution or the taking of any action in reliance on the contents of this material is strictly prohibited. If you have received this electronic mail transmission in error, please immediately notify the sender by telephone 503-224-2165 or send an electronic message to [sgrill@msmlegal.com](mailto:sgrill@msmlegal.com), and thereafter destroy it immediately.



City Recorder's Office  
925 S. Main Street  
Lebanon, Oregon 97355

TEL: 541.258.4905  
city.recorder@lebanonoregon.gov  
www.lebanonoregon.gov

## CITY OF LEBANON RESPONSE TO PUBLIC RECORDS REQUEST

To: Sara Grill  
Date: 01-18-2024  
From: Donna Trippett, Deputy City Recorder

Please be advised that:

☐ Copies of all available requested public records for which the City of Lebanon does not claim an exemption from disclosure are attached.

☐ The records have been withheld or redacted based on the following statute or exemption:  
\_\_\_\_\_.

☒ The City of Lebanon does not possess/is not the custodian of the requested record(s).

*No information. Inspection reports (other than final inspections) are only kept for two years.*

☐ We require additional information/clarification regarding your request before we can complete it: \_\_\_\_\_ **(Failure to respond to this within 60 days will require the request to be closed)**

☐ The City of Lebanon is still processing the request and estimates the request to be complete by \_\_\_\_\_.

☐ The City of Lebanon is the custodian of at least some of the requested public records. We estimate that the fee for making the records available is \$\_\_\_\_\_. Fees over \$25 must be approved prior to starting request being started. If fee exceeds \$100, a deposit may be required prior to the request being completed. **(Fees not paid within 60 days will require the request to be closed.)**

☐ State/Federal law prohibits the City of Lebanon from acknowledging whether the requested record(s) exist(s) \_\_\_\_\_.

**For questions regarding this request, please contact the City Recorder at 541.258.4905 or at city.recorder@lebanonoregon.gov**

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### FOR CITY OFFICE USE ONLY:

Date Request Received: 01-17-2024

Date Acknowledgement Response was Emailed: 01-18-2024

Staff Person: DT/TD

Date Response was Emailed: 01-18-2024

Level 2 Request (30 min. or less) ☒

Level 3 (30+ min.) ☐