

Name:

Requester Information (Please print clearly):

PUBLIC RECORDS REQUEST FORM*

City Recorder's Office

925 Main Street Lebanon, OR 97355 (541) 258.4905 Phone (541) 258.4954 Fax Return completed forms to: city.recorder@lebanonoregon.gov

For Police or Municipal Court Records, Please Contact Those Departments Directly

*The City will not recognize/accept any other means of public records requests.

Request Date:

NA 22 A 1 I			
Mailing Address:			
Daytime Phone:		\ddress:	
	Fax Nu	mber:	
Preferred method of contact: Mail		☐ Phone	□Email
Is this request related to a lawsuit in which the City of Leban City of Lebanon? Yes No If Yes, claimant name			otice filed with the
Copies may be furnished without charge or at a substantially waiver or reduction of fees is in the public interest because r will be distributed to the public at large, not an individual or general public? Yes No If Yes, please describe "Description of Records Requested" box.	making tl group. Do	ne record available princes this request primale articular or specific pu	marily benefits and rily benefit the blic benefit below in
Description of Records Requested (Describe in detail the more room, please attach additional sheet(s). Please indicate if you copies of the records. If no indication is made, regular copies will be	want to	inspect the records or if	
Preferred method of receiving the described records: Note: Additional charges may be assessed, e.g. postage or staff to		ail Email xing material.	☐ Fax
 The City will respond to your request as soon as practicable and with If the estimated costs involved in fulfilling your request exceed require your approval before beginning the request. If the fee estimate exceeds \$100, a 50% deposit may be required to Full payment of the total amount of costs incurred is required to released. 	I \$25, the red to beg	City will advise you of the gin work.	
I HAVE READ AND AGREE TO COMPLY WITH THE ABOVE CONDITI Records Request per the conditions set forth above. These costs may i redact exempt material, supervising the inspection of records, copying re maximum of \$25 without further approval.	nclude the	e cost of searching for reco	ords, reviewing records to
Signature of Requester Scott G Miller		Date	

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



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 ACKNOWLEDGEMENT RESPONSE TO PUBLIC RECORDS REQUEST

To: Scott Miller Date: 02-27-2024

From: Donna Trippett, CMC, Deputy City Recorder

In accordance with ORS 192.440(2), this is to acknowledge our receipt on 02-08-2024 of your request of the following record(s):

We would like to know if there are any current outstanding Building or Fire Code violations at 1401 12th St, Lebanon, OR 97355, for our property condition report.

Having reviewed your request, we are able to inform you that:

\boxtimes The City of Lebanon is the custodian of some of the requested record(s).
The City of Lebanon does not possess/is not the custodian of the requested record(s).
The City of Lebanon is uncertain whether we possess the requested record(s). We will search for the records and make an appropriate response as soon as practicable.

Per ORS 192.440, The City of Lebanon shall complete your request within 15 business days after receipt of it or provide a written statement that the City is still processing the request and a reasonable estimated date by which the City expects to complete the request. For questions regarding this request, please contact the Deputy City Recorder at 541.258.4211 or at donna.trippett@lebanonoregon.gov.

FOR CITY OFFICE USE ONLY:

Date Request Received: 02-27-2024

Staff Person: DT/CD

Date Acknowledgement to Request was Emailed/Mailed: 02-27-2024



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: Date: From:	Scott Miller 02-27-2024 Donna Trippett, Deputy City Recorder
Please be	e advised that:
	available requested public records for which the City of Lebanon does not claim an emption from disclosure – There are no building code violations.
☐ The	e records have been withheld or redacted based on the following statute or exemption:
The	e City of Lebanon does not possess/is not the custodian of the requested record(s).
it:	require additional information/clarification regarding your request before we can complete (Failure to
res	spond to this within 60 days will require the request to be closed)
☐ The	e City of Lebanon is still processing the request and estimates the request to be complete by
est app req	e City of Lebanon is the custodian of at least some of the requested public records. We imate that the fee for making the records available is \$ Fees over \$25 must be proved prior to starting request being started. If fee exceeds \$100, a deposit may be uired prior to the request being completed. (Fees not paid within 60 days will require the quest to be closed.)
	te/Federal law prohibits the City of Lebanon from acknowledging whether the requested ord(s) exist(s)
•	estions regarding this request, please contact the City Recorder at 541.258.4905 or at corder@lebanonoregon.gov
Dat Dat Stat Dat	R CITY OFFICE USE ONLY: e Request Received: 02-27-2024 e Acknowledgement Response was Emailed: 02-27-2024 ff Person: DT/TD e Response was Emailed: 02-27-2024 rel 2 Request (30 min. or less) \times Level 3 (30+ min.)