

***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**

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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:

- ☒ 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.***

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**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



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## CITY OF LEBANON RESPONSE TO PUBLIC RECORDS REQUEST

To: Scott Miller  
Date: 02-27-2024  
From: Donna Trippett, Deputy City Recorder

Please be advised that:

- ☒ All available requested public records for which the City of Lebanon does not claim an exemption from disclosure – [There are no building code violations.](#)
- ☐ 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).
- ☐ 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: 02-27-2024  
Date Acknowledgement Response was Emailed: 02-27-2024  
Staff Person: DT/TD  
Date Response was Emailed: 02-27-2024  
Level 2 Request (30 min. or less) ☒

Level 3 (30+ min.) ☐