



CITY OF HILLSBORO  
 150 E Main St, Fourth Floor  
 Hillsboro, Oregon 97123  
 Telephone: 503-681-6144  
 Fax: 503-681-6469

**BUILDING DEPARTMENT  
 RECORDS/ARCHIVES REQUEST FORM**

Name of Requestor: \_\_\_\_\_ Date of Request: \_\_\_\_\_  
 (Please Print)

Telephone/Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Will this information be used for commercial purposes?      **YES**       **NO**

Name of the Project/Development: \_\_\_\_\_

Permit Number(s): \_\_\_\_\_

Address(es) of Job Site: \_\_\_\_\_

**Records/Documents Being Requested (Please be specific):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Use the back of this sheet if more room is needed. Please attach any additional background information that will help City staff to locate requested records.**

ORS 192.440(3) authorizes a public body to establish fees to reimburse for actual cost in making public records available. The actual cost may include: a charge for the time spent by the public body 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 Hillsboro City Council adopted Resolution No. 2024, establishing a system of recovering City expenses incurred in responding to public documents and records requests.

**Labor Costs:**

The cost is based on the staff person's regularly hour wage rate multiplied by the time estimated to respond to the request. An additional percentage will be added as compensation for the actual City benefits received by the staff person. There will be no charge for the first half hour of staff time required to respond to a document request. See attached fee schedule which covers materials costs, staff time, and reproduction costs.

**Reproduction of drawings or plans:**

Federal law limits the reproduction by the City of a copyrighted work. See, Copyright Act, 17 USC § 101 *et seq.* It may be that copying the work for the builder or his or her successor is allowed by the Fair Use Doctrine exception to the Copyright Act limitations. 17 USC § 107. The City requires a waiver or permission from the copyright owner before reproducing copyrighted works.

The City does allow an inspection of the drawings or plans as it must under the Public Records Law. ORS 192.420. But the City limits copying of this type of record under ORS 192.502(8) (exception from disclosure under Public Records Law for any "public records or information the disclosure of which is prohibited by federal law or regulations").

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

\*\*\*\*\*For City Staff\*\*\*\*\*

Archive/Box #(s): \_\_\_\_\_

Copies Requested: \_\_\_\_\_ Yes/No      Architect/Engineer Approval Given \_\_\_\_\_ Yes/No      Date Completed: \_\_\_\_\_