



HOMES FOR GOOD RECORDS REQUEST FORM

Part I-Requester Information

NAME OF REQUESTER		TITLE
PHONE	FAX	E-MAIL
ORGANIZATION OR BUSINESS NAME (IF APPLICABLE)		
MAILING ADDRESS		
CITY	STATE	ZIP

Part II-Records(s) Requested

Describe the record(s) you are requesting. Please be as specific as possible and include enough detail to assist Homes for Good staff in locating the information you are requesting. For multiple records, attach additional pages.

DESCRIPTION OF RECORDS/DATA REQUESTED

Part III-Format of Records(s)

Please specify the preferred format of record(s). Not all format options may be available.

- Paper copy
 Electronic Media
 Visual Inspection Only By signing

Below I certify that the information IS true and correct to the best of my knowledge.

SIGNATURE OF REQUESTING INDIVIDUAL	DATE
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----- Homes for Good Staff Use Only -----

Date request received. _____ by _____

Estimate status

An estimate of \$ _____
 was provided on _____
 by _____

Request Status

- Authorization to Proceed
 Request Withdrawn
 Information provided and request completed
 Other

Payment Status

Amount received \$ _____
 Cash Check
 Other



HOW TO REQUEST A PUBLIC RECORD

Procedure:

1. Requester submits completed Public Record Request (Page of 1 this form) to the appropriate address below. Please try to be specific about the public record(s) you are seeking. Asking for "any and all" documents relating to a particular subject or document can require a substantial investment of time and/or lead to a vast number of responsive documents. This can lead to substantial cost for the individual requesting the public record(s).

2. Homes for Good will respond to the requester acknowledging the request and include one of the following statements:

~Homes for Good is in possession of the records you have requested. The charge for these records is \$_____, calculated as follows:

- a. Staff time (calculated by hourly rate; plus 2.5%)
- b. Copies (black and white) = \$0.25 per page
- c. Copies (color) = \$1.50 per page
- d. Copies (11 x 17 in black and white) = \$1.50 per page
- e. Copying or Recording information to a CD = \$10.00 per CD
- f. Copy of Annual Budget (per copy) = \$35.00

~ Homes for Good does not possess, or is not the custodian of, the records you have requested.

~ Some or all of the records you have requested are exempt from disclosure under Oregon Public Records Law. (ORS 192.410 to 192.505).

~ Homes for Good is the custodian of at least some of the records you have requested. We estimate it will take approximately _____ days before the public records may be inspected or copies of the records can be provided. We estimate that the cost of researching and copying the requested records is \$_____, calculated as follows:

- a. Staff time (calculated by hourly rate; plus 2.5%)
- b. Copies (black and white) = \$0.25 per page
- c. Copies (color) = \$1.50 per page
- d. Copies (11 x 17 in black and white) = \$1.50 per page
- e. Copying or Recording information to a CD = \$10.00 per CD
- f. Copy of Annual Budget (per copy) = \$35.00

~ Homes for Good is the custodian of at least some of the records you have requested. An estimate of when these records can be disclosed, and an estimate of required fees, will be provided to you within a reasonable time.



~ Homes for Good is uncertain whether the records you have requested are possessed by Homes for Good. Homes for Good staff will search for these records and provide you with additional information on your request within a reasonable time.

~ State or Federal law prohibits Homes for Good from acknowledging whether the record exists or that acknowledging whether the record exists would result in the loss of federal benefits or other sanctions.

3. If the estimated cost of locating, assembling, copying and reviewing the requested documents is less than \$25, the department may proceed with such work. The requester must arrange payment of the balance due prior to receipt of the requested documents.

4. If the estimated cost exceeds \$25, Homes for Good must provide an estimate to the requester and stop any work on the request until payment is received in the estimated amount. If the requester chooses to pay the estimated amount, work will be done in a reasonable amount of time. If the time and resources spent on the request are less than the paid amount, a refund will be provided. If the time and resources spent on the request exceed the estimated amount, the documents will be provided upon receipt of balance due.

5. Homes for Good shall locate and assemble the record(s) requested, eliminating any records which are exempt from disclosure (ORS 192.410 to 192.505). Homes for Good shall charge a reasonable fee for the location, assemblage, copying, and review of the records as allowed under ORS 192.440.

Submit Requests to:

Homes for Good Housing Agency Atten: Jacob Fox
100 West 13th Avenue
Eugene, OR. 97404
Phone: 541-682-3755
Fax: 541-682-3411 executivedirector@homesforgood.org

I have read and understand this procedure, and understand that there may be costs involved as part of my public records request.

Requestor's Signature: _____