



20 East Main St  
Ashland, OR 97520

## REQUEST FOR PUBLIC RECORDS

**The following information is to be filled out by the person requesting records:**

Date of Request: \_\_\_\_\_

Requestor's Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

*If this is an emergency request, indicate the date desired and please describe the nature of the emergency:*

\_\_\_\_\_

**RECORDS REQUESTED:** (Please state the title and date of the record(s) being requested) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please describe any additional information that will help us locate the records for you as quickly as possible:

\_\_\_\_\_

\_\_\_\_\_

**Requestor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

For City Use Only

Staff person who received the Request: \_\_\_\_\_ Date: \_\_\_\_\_

Number of Copies: \_\_\_\_\_ Total Charge: \_\_\_\_\_

Staff person who provided the records: \_\_\_\_\_

Date: \_\_\_\_\_ Client Name Receiving records: \_\_\_\_\_

## COPYRIGHTED RECORDS USE FORM

The plans or documents that are in the record which you wish to copy are copyrighted works. Under the fair use doctrine, 17 USC §107, *et seq.*, copyrighted materials may be reproduced for the purposes of furthering a legislative or judicial hearing. Land Use hearings in Oregon are quasi-judicial in nature. Copies of copyrighted materials may be made available for the sole purpose of furthering comment or testimony on the proposed project before the hearings official(s).

In requesting copies of copyrighted materials submitted in Planning Action No. \_\_\_\_\_, I hereby certify that I understand the materials are only being made available under the fair use doctrine. I further certify that I will use the materials solely for the purpose of reviewing the proposed project for its compliance with applicable land use criteria. I certify that I will not otherwise reproduce, reuse, sell, transfer or otherwise utilize the materials in any manner that would infringe upon the copyright owner's rights. Once the quasi-judicial process on the proposed action has reached its final conclusion or when I have finished my use of the copyrighted materials, whichever occurs first, I agree to either return copies of the copyrighted materials to the City of Ashland, Community Development Department or to destroy the copyrighted materials.

By: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_