



# City of Junction City PUBLIC RECORDS REQUEST FORM

### For General City Records

Please return to the City Recorder

680 Greenwood St./PO Box 250

Junction City OR 97448

Phone: 541-998-2153

Fax: 541-998-3140

Recorder Kitty Vodrup

[kvodrup@ci.junction-city.or.us](mailto:kvodrup@ci.junction-city.or.us)

### For Court Records

Please return to Municipal Court

680 Greenwood St./PO Box 250

Junction City OR 97448

Phone: 541-998-1113

Fax: 541-998-3140

Court Clerk Isaac Cox

[icox@ci.junction-city.or.us](mailto:icox@ci.junction-city.or.us)

### For Police Records

(PD has a separate request

form.) Please contact the PD

at 541-998-1245 for more

information or email Deputy

Chief Eric Markell at

[emarkell@jcpolice.org](mailto:emarkell@jcpolice.org)

Select the Type of Record you are Requesting:  General City Record  Court Record

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

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

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

Phone: \_\_\_\_\_

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

Email: \_\_\_\_\_

Preferred Method of Contact:  Phone  Email  US Mail

Request is for  Inspection of Records (Reviewed at City Facility)  Copies of Public Record(s)

Records Being Requested: (Please be as specific as possible).

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

How would you like to receive these records?  Pick up at City Hall  Email  US Mail

I understand that every person has a right to inspect any public record of a public body, except as otherwise expressly provided by ORS 192.345 to 192.355. I further understand that the City's Policy does not require the City to produce or create new records or information. I understand that the City may charge fees to recover actual costs in processing records, including copying and staff or attorney time; for estimates above \$25.00, the City will provide a written estimate of the cost and will seek confirmation to proceed or cancel the request. I understand that if the fee is not paid or additional requested information is not provided within 60 days, the request will be closed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date