



City of Junction City PUBLIC RECORDS REQUEST FORM

For General City Records
Please return to the City Recorder
185 W. 8th Avenue/PO Box 250
Junction City OR 97448
Phone: 541-998-2153
Fax: 541-998-3140
Recorder Kitty Vodrup
kvodrup@ci.junction-city.or.us

For Court Records
Please return to Municipal Court
185 W. 8th Avenue/PO Box 250
Junction City OR 97448
Phone: 541-998-1113
Fax: 541-998-3140
Court Clerk Tiffany McGarvey
court@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

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

Name: _____ Date: _____

Organization: _____ (Write N/A, if not associated with an organization)

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