

# Public Records Request

A request for public records that are in the custody of the City of Cannon Beach may be made by submitting a written request.

The request may be submitted in person, by mail, by fax, or by e-mail. The form is available at City Hall and on the City website below. The request must include:

- The name and contact information of the person requesting the public record.
- A sufficiently detailed description of the record(s) requested to allow staff to search for and identify responsive records.
- The date of the request.
- The signature of the person requesting the public record indicating financial responsibility, if any.
- Indication of whether the requestor wishes to inspect the public record(s) at City Hall or receive a copy or copies of the public records(s).

## Public Records Request Form

[Public Records Request Form 140.71 KB](#)