

PUBLIC RECORDS
REQUEST FORM



Name of Requestor

Date:

Mailing Address

Signature

Phone:

Records/Documents Being Requested (Please be specific):

If any material contained in this request is exempt from disclosure, I understand you will provide the name of the document and the reason for exemption.

.....
The request has been **approved** and the following estimated fees will be charged:

_____ \$ _____

_____ \$ _____

_____ \$ _____

TOTAL \$ _____

The request has been **denied** based on ORS _____ as the following records are exempt from disclosure, in whole or in part, for these reasons:

Completed By

Title

Date Completed