



**PUBLIC RECORD REQUEST FORM**

Pursuant To Oregon Public Records Laws, §192.410-192.505

Attention Requester: This form is required if requesting to inspect or obtain copies of public records held by the Sauvie Island Fire District. To expedite your request, please complete all the information below.

- The Fire District shall respond to public record requests within five (5) business days acknowledging receipt of the request. If the time required to respond to request exceeds 10 business days, the requester will receive written notification. Oregon law authorizes the Fire District to establish fees to reimburse for actual costs in making public records available.
- The Fire District shall waive the first 15 minutes of staff research time. After that, charges are assessed for staff time to complete the work performed. The Fire District may require confirmation and/or pre-payment before taking further action on the request.
- Full payment of total amount of costs incurred must be paid before public records are inspected or copies released. If records are exempt from disclosure, specific reason(s) will be provided.

First and Last Name (or Organization)

Date of Request

Mailing Address

City

State

Zip Code

Daytime Telephone

Email Address

**Authorized Signature**

By signing, you agree to pay any applicable fees without further prevail.

Delivery Method Preferred

Mail

Email

In-person

**DESCRIPTION OF REQUESTED INFORMATION:** (Please be specific and provide sufficient information and/or any key words that would help narrow the search)

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## Records Requests – Fee Schedule

Public records will be made available as per ORS 192.410 to 192.505 for the following fees:

Incident Reports	1 <sup>st</sup> 15 min. free
Board Minutes	1 <sup>st</sup> 15 min. free
Research Fee (over 15 minutes)	\$55.00 per hour
Flash Drive	\$15.00 each
Mailing Fee	Actual Cost

All other requests as per Oregon Public Records Laws, Chapter 5, Section A-E.