

PUBLIC RECORDS REQUEST

Contact Name: _____

Affiliation (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Date of Request: _____ Email: _____

If you are requesting an alternative document format please circle one of the following: Braille, large print, audiotape

Description of record/document(s) with date or time of period known. (Use additional sheets if necessary)

 _____ Other information that could narrow the search such as dates and names:

- This form is used to process public record requests in accordance with ORS 192.430.
- Please provide as much information as possible in the description to assist Clean Water Services (District) in locating the documents you are requesting.
- The file/record search charge will be \$45.00 per hour with a minimum of \$10.00. Pre-payment is required if the fee will exceed \$25.00.
- The table below contains the charges for copies according to District's current Rates and Charges.

| | |
|-----------------------------------|------------------|
| 8½ x 11 | \$0.25 per copy |
| 11 x 17 | \$0.50 per copy |
| Large format greater than 11 x 17 | \$2.00 per copy |
| Color plotting of existing maps | \$7.50 per sheet |
| Customized mapping | \$45.00 per hour |

- You may also be billed for other personnel expenses necessary to respond to your request.
- **District reserves the right to seek advice from legal counsel regarding this request, and any records deemed exempt will not be provided.**

Please indicate:

- I would like to schedule a time to review the documents at the District.
- I would like electronic copies of records.
- I would like copies of records mailed to me.
- I would like to pick copies of the records up at the District.

You may submit this form to Clean Water Services by email, mail or fax to:

Email: recordsrequest@cleanwaterservices.org

Mail: Records, Clean Water Services, Attention: Christina Gangle, 2550 SW Hillsboro Highway, Hillsboro, OR 97123

Fax: 503-681-4405

This section to be completed by District:

Information requested: _____

Delivered: _____ By: _____ Cost: \$ _____