

PUBLIC INFORMATION/RECORDS REQUEST

The definition of a Public Record and the rules regarding their release are set forth in ORS 192.410 through 192.505 and in the Oregon Attorney General’s Public Meetings and Records Manual. Although public records are usually disclosable, there are a number of limited circumstances under which a public body may decline to release certain information.

Please provide the following information in order to process the request.

Requestor’s Contact information:

Date: _____ **Name:** _____

Address:

Phone: _____ **Email address:** _____

Signature:

Requested Information/Records(s): Please give a brief statement describing the requested information and/or records(s) being specific in order for the District to determine the nature, content, and probable department within in which the record(s) you are requesting may be located.

Purpose of Request: Because the identity and motive of the person seeking the disclosure of a particular public record may be relevant in determining whether a record is exempt from mandatory disclosure under a conditional exemption, please give a brief statement as to the purpose of your request:

Routine requests will be handled by the Office Manager. More complex written requests or requests that implicate application of statutory exemption from disclosure shall be submitted to the District’s Legal Counsel for response.

Payment of \$ 50.00 for research time and copying of materials must be received prior to the requested materials being released.

Lake Grove Fire District #57
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