



PUBLIC RECORDS REQUEST FORM

This form is used to process Public Record Requests in accordance with Chapter ORS 192. Please provide as much information in the description to assist Chehalem Park and Recreation District in locating the documents that you are requesting.

Name of Requesting Party

Date of Request

Affiliation (if applicable)

Mailing Address

City

State

Zip Code

Telephone

Fax

Email Address

Signature of Individual Requesting Records

Description of Public Records: *Please describe the material that you are requesting. Include as much detail as possible: type of document, publication or release dates, authors, titles, etc. (Use additional sheets if necessary.)*

Documents may not be provided if they are exempt under Oregon or Federal law, or if CPRD does not possess them.

Fees: If research and processing time potentially requires more than one-half hour of staff time, the estimated time will be billed at that staff's level at a minimum of one hour. Payment must be made in advance for the fulfillment of the request to proceed. An additional cost for printed paper copies will be charged at 25 cents per single-sided page. If the actual total time exceeds the estimate, then a second invoice will be issued for the remainder.

Preferred method of obtaining public records. Please indicate:

- I wish to schedule a time to review the documents at the CPRD administrative offices.
- I wish to have copies reproduced and mailed to me or will schedule a time to pick them up.
- I wish to obtain electronic files only.

Submit completed form to CPRD Administration Building, ATTN: Public Information Office, 125 S. Elliott Rd., Newberg, OR 97132 or email form to recordsrequest@cprdnewberg.org.

OFFICE USE ONLY

Delivered/Viewed: _____ By: _____ Cost: _____