

SILVERTON FIRE DISTRICT

PUBLIC RECORDS REQUEST

Name: _____ **Date:** _____

Address: _____

Phone: _____ **Email:** _____

Information/Public Record Requested: *(Be specific, including dates and other details to assist in locating the record sought)*

Fees for Public Records Requests

8.5 x 11 Copies _____	\$15 / copy page; .15 / page
Maps & Nonstandard Documents _____	Actual reproduction cost
Sound _____	Actual reproduction cost
CD/DVD _____	\$5 / ea
Electronic Searches/Server _____	\$5 CD/DVD plus research fee
Research Fee's: Up to 15 minutes _____	Reproduction cost only
1 hour and over _____	\$20 / hr

I understand that fees will be charged to reimburse the Silverton Fire District of its actual cost in making the records available. Such calculation may include staff time, costs for summarizing, or compiling a record to meet my request. I hereby request the Silverton Fire District Office Administrator produce, as best to their ability, the records specified above. Payment in advance is required for charges estimated to be over \$15.

Signature

Date

INFORMATION BELOW TO BE COMPLETED BY OFFICE ADMINISTRATOR

In accordance with ORS 192.440(2), this is to acknowledge our receipt of your request

Date request was received:		<input type="checkbox"/>	Copies of all requested public records for which Silverton Fire District does not claim exemption from disclosure under ORS 192.410 to 192.505 are enclosed
Date records were sent:		<input type="checkbox"/>	Silverton Fire District [does not possess / is not the custodian of] the requested record (s).
Records sent by:		<input type="checkbox"/>	Silverton Fire District is uncertain whether we possess the requested record (s). We will search for the record and make an appropriate response as soon as practicable.
Fee Total:		<input type="checkbox"/>	Silverton Fire District is the custodian of at least some of the requested public records.
Payment Received:		<input type="checkbox"/>	State / Federal law prohibits Silverton Fire District from acknowledging whether the requested record (s) exist (s).