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.

<table>
<thead>
<tr>
<th>Size</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>8½ x 11</td>
<td>$0.25 per copy</td>
</tr>
<tr>
<td>11 x 17</td>
<td>$0.50 per copy</td>
</tr>
<tr>
<td>Large format greater than 11 x 17</td>
<td>$2.00 per copy</td>
</tr>
<tr>
<td>Color plotting of existing maps</td>
<td>$7.50 per sheet</td>
</tr>
<tr>
<td>Customized mapping</td>
<td>$45.00 per hour</td>
</tr>
</tbody>
</table>

• 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: $__________
Revised 7/2016