



*Neighbors Helping Neighbors Since 1888*

# SCIO FIRE DISTRICT

P.O. BOX 1 Scio, OR 97374 (503)394-3000

## INFORMATION REQUEST FORM

### Personal Information:

Name:			
	Last	First	MI
Address:			
	Physical Address	Apt/Un/P.	City, State Zip Code
Contact:			
	Phone Number	Email	

### Request is for:

Inspection of Public Record (Reviewed at Fire District Office)  **OR** Copies of Public Record(s)

**Information Requested:** *(Provide a brief summary of what you are requesting, be specific)*

### OFFICE USE ONLY:

Date request acknowledged: ___/___/___	Estimates completion date: ___/___/___
Information compiled by: _____	Date completed: ___/___/___
Amount due: _____	Date notified: ___/___/___
Receipt Number: _____	Date picked up/mailed: ___/___/___

**REQUESTOR TO READ AND SIGN UPON SUBMITTING REQUEST**

I understand that every person has a right to inspect any public record of a public body in this state, except as otherwise expressly provided by ORS 192.345 to 192.355. Further, I understand that fees may be charged to reimburse the District for its actual costs in making the records available. Such calculation may include staff time, costs for summarizing, compiling, or tailoring a record to meet my request. Copies of large documents are sometimes taken to a commercial copy business. For those documents, the fee will be actual cost-plus staff time. I hereby request that the District produce, as best to its ability, the specified above. Any fees must be paid prior to release of the record(s) requested. A deposit for fees, based on the estimated cost will be required for any estimate above \$25.00. For estimates above \$25.00, District will provide a written estimate of the cost, and will seek confirmation to proceed or cancel the request. I understand that if the fee is not paid or additional requested information is not provided within 60 days, the request will be closed.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date Submitted**

**Cost Break-Down**

**Copies of Public Records: Certified copies:** Copies of Public Records shall be \$0.25 per copy for standard, letter size copies. Copies shall be certified for an additional charge of \$0.10

**Copies of Sound Recordings:** Copies of Sound Recording of meetings shall be \$10.00 per copy

**Copies of Maps and Other Non-Standard Documents:** Charges for copying maps or other non-standard size documents shall be charged in accordance with the actual costs incurred by the District.

**Research Fees:** If a request for records requires District personnel to spend more than 15 minutes searching or reviewing records prior to their review or release for copying, the minimum fee shall be \$12.00 per hour with a minimum charge for one quarter hour.

**How would you like to receive the records?**

Pick Up \_\_\_ Email \_\_\_ U.S Mail (Cost of postage) \_\_\_