

Lake Chinook Fire & Rescue

Public Records Request



[Your Name]

[Street Address]

[City, ST ZIP Code]

DATE

Dear Sir:

Under the Oregon Public Records Law, §192.410 et seq., I am requesting an opportunity to inspect or obtain copies of public records that [Describe the records or information sought with enough detail for the public agency to respond.]

I understand that there is a minimum 15 minutes charge (\$8.75) for staff time for searching or copying these records, please inform me if the cost will exceed \$

I would request a prompt response to this request. If you expect a significant delay in responding to or in fulfilling this request, please contact me with information about when I might expect copies or the ability to inspect the requested records.

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Thank you for considering my request.

Your Name

Your Phone Number