



# CANBY FIRE DISTRICT #62 PUBLIC RECORDS REQUEST FORM

*This form is used to process public record requests in accordance with the Oregon Public Records Law (ORS Chapter 192). Persons wanting to inspect or obtain copies of public records need to complete this form and submit it to:*

**Office Administration  
Canby Fire District  
221 S. Pine Street  
Canby, Oregon 97013**

**Phone: 503-266-5851  
Fax: 503-266-1320**

*The District shall respond to all public document requests within seven working days or explain why more time is needed for a full response.*

**DESCRIPTION OF PUBLIC RECORDS REQUESTED:** *(include as much detail as possible, i.e., type of document, date, title, ordinance number, etc.):*

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I am interested in:       Personally Inspecting Records       Obtaining Copies

### REQUEST SUBMITTED BY:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Street

City

Zip

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature of Requester: \_\_\_\_\_

**FEES:** *Prepayment is required if the estimated charges will be \$25.00 or more. If the actual charges are less than the prepayment, an overpayment will be promptly refunded.*

- B&W Photocopies:** \$0.25 per page single sided
- Color Photocopies:** \$0.75 per single sided page
- Faxing:** \$0.50 per page sent
- Mailing:** Actual cost plus \$1.00 handling fee
- Clerical Research:** \$25.00 per hour

*(Staff time may be charged regardless of whether copies are provided for requests that are extraordinary and would significantly disrupt the regular discharge of staff person duties)*

FOR OFFICE USE ONLY:

Date Received: \_\_\_\_\_ Date Provided: \_\_\_\_\_ Fee Paid: \_\_\_\_\_