Aumsville Rural Fire Protection District

490 Church Street

PO Box 247

Aumsville OR 97325

(503) 749-2894 Fax (503) 749-2182

**REQUEST FOR DISCLOSURE OF PUBLIC RECORDS**

|  |  |  |  |
| --- | --- | --- | --- |
| REQUESTOR’S INFORMATION | | | |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| City, ST, Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |  |
| DESCRIPTION OF RECORDS (Include Title of Record and Dates) | | | |
| I request that Aumsville Rural Fire Protection District and its employees make available for inspection or provide a copy of the following documents: | | | |
| (If you need additional information, please attach a second page) | | | |
| RECORD FORMAT | | | |
| \_\_\_\_ I wish to arrange an opportunity to personally inspect the requested records. | | | |
| \_\_\_\_ I wish to receive copies of the requested records (costs for copies will vary based on quantity): | | | |
| □ As ordinary copies □ As certified copies | | | |
| \_\_\_\_ I would like to have these records provided to me in an electronic format (additional costs apply). | | | |
| ESTIMATED CHARGES (If the cost is $25 or more, an estimate will be provided to the requestor.) | | | |
| The estimated charge for this request is $\_\_\_\_\_\_\_\_\_\_. I approve of this estimate and have included payment. I understand that payment is required prior to duplication of records, and checks are payable to Aumsville Rural Fire Protection District. | | | |
| Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| REQUEST STATUS | | | |
| □ Request Approved □ Request Denied | | | |
| Reason for Denial: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| Person Approving or Denying Request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| NOTIFICATION OF PICK UP | | | |
| Date/Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Date Picked Up: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Receipt No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

*Public Records Request (Rev 6/13/2020)*

**AUMSVILLE RURAL FIRE PROTECTION DISTRICT**

**Public Records Request Process**

Requests for public records are governed by ORS 192. Aumsville Rural Fire Protection District attempts to promptly respond to all requests for public records as fully as resources will permit, subject to any restrictions imposed by law.

The Office Administrator has been designated as the Fire District’s Public Records Officer. Requests for public documents can be submitted to the Office Administrator at:

490 Church Street

PO Box 247

Aumsville OR 97325

Phone: (503) 749-2894

Fax (503) 749-2182

A complete Request for Disclosure of Public Records form in most cases will be necessary.

A response will be made within five (5) business days of receiving the request and will be either 1) provision of records requested, 2) notice that records requested will be provided upon receipt of payment to cover costs, 3) notice as to when records will be reproduced, 4) request for clarification as to specific records requested, 5) request under review, or 6) notice that the request is denied.

***Certain information is exempt from disclosure; refer to ORS 192.345 and ORS 192.355 for information on State law regarding public records and certain records that are exempt from public disclosure.***

**Availability of Public Records:** Public records are available for inspection and copying during normal business hours, Monday through Friday, except for District holidays.

**Fees:** There is no charge for inspection of public records. There is a $1.00 charge for each copy of a single-sided, 8 ½ x 11 page (double-sided pages are $2.00). A copy fee may include postage or delivery charges and the cost of any container or envelope used to send the public records to the requester. For requests that require staff time to research, collect, and/or organize the information a $25.00 per hour fee will be charged. If the District uses the services of a company or agency to satisfy the request, the requester shall pay the actual cost of those services.

**Deposit for Research/Duplication:** The Public Records Officer may require the requester to deposit a sum equal to 100% of the estimated cost prior to duplication of the records. In the event that a deposit is required, The District will notify the requestor of the necessity of the deposit. If the actual duplication and deposit fees are less than the amount deposited by the requester, the District will return the sum in excess of the actual amount to the requester.

**Payment of Required Fees:** Payment of duplication and applicable postage fees shall be made prior to the disclosure of public records. When a deposit is required, the payment of a deposit shall be made prior to the duplication of any records. All payment shall be made by cash, money order, or check payable to the Aumsville Rural Fire Protection District.

If you have any questions regarding the Public Records Request process, you may contact the Office Administrator.

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