



Yamhill Fire Protection District
275 South Olive Street • PO Box 249 • Yamhill, OR 97148
Tel (503) 662-4653 Fax (503) 662-3740

PUBLIC INFORMATION REQUEST

Name: _____ Daytime Phone: _____

Address: _____

Email: _____ Preferred Contact: Phone Email US Mail

Request for: Inspection of a Public Record OR Copies of Public Record(s)

Information Requested: Please be specific and provide as much detail as possible to allow Fire District staff to determine the requested records' nature, content source, including dates and key words:

How would you like to receive these records:

Pick up at station Email US Mail (cost of postage will be added)

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 192.501 to 192.505. Further, I understand that fees may be charged to reimburse the District for its actual costs in making the records available. Copies of large documents are sometimes taken to commercial copy business. For those documents, the fee will be actual cost plus staff time. I hereby request that the District Fire Chief produces, as best to the Chief's ability, the records specified above. Any fees must be paid prior to release of the record(s) requested. A deposit for fees, based on estimated cost, will be required for any estimate above \$25.00. For estimates above \$25.00, the 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

FOR OFFICIAL USE ONLY

Date received ____/____/____

Info compiled by: _____

Date request acknowledged ____/____/____

Date notified ____/____/____

Estimated Completion date ____/____/____

Date picked up: ____/____/____

Date Completed ____/____/____

Amount due \$ _____