



ADAIR RURAL FIRE & RESCUE

6021 NE Marcus Harris Ave • Adair Village, OR 97330 • Tel 541-745-7212 • Fax 541-745-2059

Appendix A PUBLIC RECORDS REQUEST FORM

Name: _____ Daytime Phone: _____

Address (City/State/Zip): _____

Email Address: _____

Request is for ☐ Inspection of Public Records (Reviewed at Adair Fire & Rescue Office)

☐ Copies of Public Records

Information requested: Please be specific and provide as much detail as possible to allow Adair Fire and Rescue 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 Adair Fire & Rescue Office. ☐ Emailed. ☐ US Mail (cost of postage additional)

REQUEST TO READ AND SIGN UPON SUBMITTING REQUEST

I understand that everyone has a right to inspect any public record of a public body in this state, except as otherwise expressly provided by ORS 192.505. Further, I understand that fees may be charged to reimburse Adair Rural Fire & Rescue for its actual costs in making the records available. Such calculations 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 Adair Rural Fire & Rescue staff produce as best to the Staff's ability the records specified above. Any fees must be paid prior to the 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, Adair Rural Fire & Rescue 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 cancelled.

Signature

Date Submitted

“Desire to Serve • Ability to Perform • Courage to Act”