

Exhibit A
Tangent Rural Fire Protection District
32053 Birdfoot Drive, Tangent, OR 97389
541-928-8722

Public Record(s) Request

(Please return form to: info@tangentfire.com)

Name: _____ Daytime Phone: _____
(please print)

Address (City, State, Zip): _____

E-mail Address: _____

Preferred Method of Contact:
_____ Phone _____ E-mail _____ US Mail

Request is for: ___ Inspection of Public Record (reviewed at District Office) ___ Copies of Public Record(s)

INFORMATION REQUESTED---Please be specific and provide as much detail as possible to allow 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 District Office _____ E-mailed _____ 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 192.340 to 192.360. Further, I understand that fees may be charged to reimburse the District for its actual costs in making the records available. Such calculation 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 the Fire Chief produce, a 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 the estimated cost, will be required for any estimate above \$25. For estimates above \$25, 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 Submitted

FOR OFFICE USE ONLY

Date request acknowledged: _____ / _____ / _____

Info compiled by: _____

Estimated amount due: _____

Total amount due: _____

Receipt(s) #: _____

Estimated completion date: _____ / _____ / _____

Date completed: _____ / _____ / _____

Date notified: _____ / _____ / _____

Date picked up/mailed: _____ / _____ / _____