

Boardman Fire Rescue District

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Mike Hughes, Fire Chief
Marty Broadbent, Fire Marshal **Suzanne Gray, Executive Assistant**
300 Wilson Lane, Boardman, Oregon 97818

Public Records Request

Name: _____ Daytime Phone #: _____

Address (City/State/Zip Code): _____

Email address: _____

Preferred method of contact: Email US Mail

Request is for: Inspection of Public Record (Reviewed at District Offices) 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 Boardman Fire Rescue Offices Emailed U.S. 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 192.345 to 192.355. Further, I understand that fees may be charged to reimburse Boardman Fire Rescue 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 Boardman Fire Rescue District produce, as best to the its 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 \$25.00. For estimates above \$25.00, Boardman Fire Rescue 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: ____/____/____

Estimated completion date: ____/____/____

Info compiled by: _____

Date completed: _____

Amount due: _____

Date notified: _____

Receipt #: _____

Date picked up/mailed: ____/____/____