



SOUTH LANE COUNTY FIRE & RESCUE

"Making a Positive Difference in the Community through Service to others"

233 Harrison Avenue
Cottage Grove, OR 97424

Phone: (541) 942-4493
Fax: (541) 942-3367

PUBLIC RECORDS REQUEST FORM

Anyone has the right to inspect any public record except as otherwise expressly provided by ORS 192.501-502. South Lane County Fire and Rescue shall respond to the public record request within fifteen (15) working days of receipt. If your public record request is denied, specific reason(s) will be given by fax, email, or letter. ORS 192.440(3) authorizes a public body to establish fees to reimburse for costs associated in making public records available. You will be advised of the fee required for the request. **Payment of the fee must be received prior to the requested material being released.**

Date of Request: _____

*****PLEASE READ*****

Name: _____

Have you already contacted someone in our office

Address: _____

about this request? Yes No

City/State/Zip: _____

Name: _____

Daytime Phone: _____

Email Address: _____

Description of records being requested (please be as specific as possible): _____

This form may be submitted to:
South Lane County Fire & Rescue
233 E. Main Street
Cottage Grove, OR 97424
(541) 942-4493
(541) 942-3367 (fax)
Email: info@southlanefire.org

Prices:
Copies 8 1/2 x 11..... \$.25/page
Audio Tapes..... \$10.00/each
Computer CDs..... \$10.000/each
Fire Reports..... \$10.00/each
Fax -Public Documents..... \$.75/page
Research Fees..... \$28.00/hour

****FOR SOUTH LANE COUNTY FIRE & RESCUE ONLY****

Processed By:	#Pages/Tapes:	Date Information was Provided:
Date:		
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PROUDLY SERVING THE CITIZENS OF SOUTH LANE COUNTY