

# South Lane County Fire & Rescue

233 Harrison Avenue  
Cottage Grove, OR 97424

Phone: 541-942-4493

Fax: 541-942-3367

## Public Records (FOIA) Request Form

Date of Request: \_\_\_\_\_

Name of Requestor: \_\_\_\_\_  
First, Last

Mailing Address: \_\_\_\_\_  
Address, City, State, Zip Code- (If requesting records be mailed)

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### **Public Records Requested** (please be specific)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*ORS 192.324(2) stipulates the District has five (5) business days (excludes weekends and holidays) from the date the request is received to acknowledge receiving the request. ORS192.329 (5) stipulates the District has ten (10) business days (excludes weekends and Holidays) following acknowledgement of the records request to respond to the request. ORS192.324 (4) (c) stipulates the District may charge fees for processing records requests. The District does charge fees as stipulated below. All fees must be paid in advance. The District may waive fees solely at its discretion.*

Submit by email: [FOIArequest@southlanefire.org](mailto:FOIArequest@southlanefire.org)

Submit by mail or in person: 233 Harrison Avenue, Cottage Grove, OR 97424

Submit by fax: 541-942-3367

### **Fees (must be paid in advance)**

Copies- 8 ½ x 11 .....	\$0.25 per page
Audio Tapes- .....	\$10.00 each
CDs .....	\$10.00 each
Fire Reports .....	\$10.00 each
Faxing .....	\$0.75 per page
Research Fees .....	\$28.00 per hour (half hour minimum)
Legal Fees .....	Actual cost

\*\*\*\*SLCFR Use Only\*\*\*\*

Date Acknowledged: \_\_\_\_\_ Date Responded: \_\_\_\_\_

Processed by: \_\_\_\_\_ Rank/Title: \_\_\_\_\_

Total Fees: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Date Request Closed: \_\_\_\_\_

Attach written response letter to this form for record tracking

***"We protect life, property and the environment through quality service"***