

South Lane County Fire & Rescue

233 Harrison Avenue
Cottage Grove, OR 97424

Phone: 541-942-4493

Fax: 541-942-3367

Inspection of Public Records “Public Records Requests”

The Public Records law in Oregon grants interested parties the right to inspect Public Records not deemed exempt in ORS Chapter 192. South Lane County Fire & Rescue complies with ORS 192.331 to ORS 192.478 when receiving and processing requests for Public Records.

1. Requests for Public Records must be submitted on the District’s Public Record Request Form.
2. Completed forms may be submitted in the following manner;
 - a. In person at 233 Harrison Avenue, Cottage Grove, OR 97424
 - b. By mail: 233 Harrison Avenue, Cottage Grove, OR 97424
 - c. By email: FOIArequest@southlanefire.org
 - d. By Fax: 541-942-3376
3. Acknowledgement: ORS192.324 (2) provides the District five (5) business days to acknowledge receipt of the request.
4. Processing: ORS 192.329 (5) provides the District a further ten (10) business days to respond to the request.
5. Fees: ORS 192.324 (4), (c) allows the District to bill fees for processing of public documents requests. Fees charged by the District must be paid in advance. The District’s fees are listed on the Public Record Request Form.
6. District Policy A-12 Public Records stipulates requests will be forwarded to the Fire Chief for review and approval prior to processing.
Fire Chief: John Wooten
7. Requests for public records addressed to the Board of Directors are forwarded to the Fire Chief per Board Policy A-12 Public Records. The Board receives correspondence at its regularly scheduled Business Meetings.

“We protect life, property and the environment through quality service”