

South Lane County Fire & Rescue

233 Harrison Avenue
Cottage Grove, OR 97424

Phone: 541-942-4493

Fax: 541-942-3367

Public Records Request Form

Date of Request: _____

Name of Requestor: _____ Phone: _____
First, Last

Mailing Address: _____
Address, City, State, Zip Code

Email: _____

Public Records Requested (Requests must provide sufficient detail of the record/s being requested).

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	30-minute minimum charge
• Staff Time Managerial	\$85.00 per hour
• Staff Time Administrative.....	\$45.00 per hour
• Legal Service.....	Actual Cost
• Indirect 3 rd Party Charges....	Actual Cost
Postage Charges	Current first class or priority mail rates

In order to comply with privacy and personal information laws only the person requesting certain records may obtain them and must show proof of identity by legally accepted document. The District must comply with HIPPA and other applicable laws.

Oregon law stipulates the District has five (5) business days (excludes weekends and holidays) from the date the request is received to acknowledge receiving the request. Oregon law stipulates the District has ten (10) business days (excludes weekends and Holidays) following acknowledgement of the records request to respond to the request. Oregon law stipulates the District may charge fees for processing records requests. The District does charge fees as indicated above. All fees must be paid in advance. The District will not create a record and requires payment of any fees associated with a request prior to conducting research and/or producing any records.

Submit by email: info@southlanefire.org

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

Submit by fax: 541-942-3367

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