

Lakeview Soil & Water Conservation District

Public Records Request Form

Submit this completed request form via mail to Lakeview Soil & Water Conservation District, PO Box 120, Paisley, OR 97636 or via email to lakecountyswcd@hotmail.com.

You will receive a receipt of submittal and a copy of the Lakeview SWCD Public Records Policy by email when your request is received.

Requestor Name: _____ **Date of Request:** _____

Organization Name: _____

Mailing Address: _____

Phone: _____ **Email:** _____

Provide a detailed description of the documents you are requesting (use additional paper if needed):

I request that the document(s) be provided in the following format (select one):

- ☐ I wish to arrange an appointment to personally inspect the requested records.
- ☐ I wish to receive a hard (paper) copy of the requested records.
- ☐ I wish to have these records provided to me in an electronic format.

Signature: _____ **Date:** _____

Your signature indicates that you understand that Lakeview SWCD will respond to your request via email, as soon as practicable, and in a manner that is consistent with the Lakeview SWCD Public Records Policy. You understand that there may be costs associated with this request, as defined by the Lakeview SWCD Public Records Policy and you are aware that you will be notified by staff if any fees are required to be paid, prior to the completion of your request.