



Southwest Lincoln County Water PUD PUBLIC RECORD/INFORMATION REQUEST

Please submit all requests to the Southwest Lincoln County Water PUD office at 7740 HWY 101 N, Yachats, OR, 97498

Date of Request: _____ Phone: _____

Name: _____

Address: _____

Email Address: _____

Detailed Description of Items Requested:

Signature: _____

(PLEASE SIGN AT TIME OF REQUEST)

How would you like the requested record to be delivered?

- Mail Electronically (if available) Onsite Inspection

This information will be provided as soon as possible without unreasonable delay.

The following fees for the cost of retrieving this information may apply

- \$0.25 per page of all documents copied.
- \$0.30 per page for a certified copy.
- Research involving more than 15 minutes staff time will be charged out at \$25 per hour broken down in 30-minute increments
- Special delivery at actual cost.
- Attorney Review at actual cost

STAFF USE ONLY

Notification date/items ready for pickup: _____

Total cost: _____



Southwest Lincoln County Water PUD PUBLIC RECORD/INFORMATION REQUEST

Date Picked up: _____

STAFF USE ONLY

Requested by: _____

Received by: _____

Check only those that apply:

- Southwest Lincoln County Water PUD does not possess, or is not the custodian of the requested document/information
- Southwest Lincoln County Water PUD will provide copies of documents that are not exempt from disclosure per ORS 192.311 to 192.505
- Southwest Lincoln County Water PUD is the custodian of at least some of the requested documents/information and an estimate of the potential cost of producing these records is:

Southwest Lincoln County Water PUD is the custodian of at least some of the requested documents/information and will provide the requester with a written estimate within a reasonable amount of time.

Southwest Lincoln County Water PUD is uncertain whether it is the custodian of such documents/information and will search for the record and make an appropriate response as soon as possible.

If one or more requested records are exempt from public disclosure, the requestor may seek review of the District's determination pursuant to ORS 192.450, 192.460, 192.470, 192.480 and 192.490.

Actual Cost: _____

Time: _____

Material: _____

Document/Information
supplied: _____

Request completed by: _____

(STAFF SIGNATURE REQUIRED)