

FAIRVIEW WATER DISTRICT PUBLIC RECORDS REQUEST FORM

Fairview Water District
403 Marolf Loop Road
Tillamook, OR 97141

Phone: (503) 842-4333
Email: office@fairviewwater.com
Website: www.fairviewwater.com

REQUESTER INFORMATION

Name:
Mailing Address:
City, State, Zip:
Phone Number:
Email Address:

RECORD(S) REQUESTED

Please describe the record(s) you are requesting with as much detail as possible (dates, subject, department, project, etc.). Attach additional pages if needed.

Preferred Format:

☐ Inspect in person☐ Paper copies☐ Electronic copies (PDF/email)

Purpose of Request (optional):

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ACKNOWLEDGEMENT OF FEES

Fairview Water District may charge fees to recover the actual cost of staff time and materials, as authorized under ORS 192.324(4). Pre-payment or deposit may be required before processing.

Service	Fee/Rate
Standard copies (8 ½ x 11 in.)	\$0.25 per page (single sided)
Large-format copies, maps, or special media	Actual cost of reproduction
Staff research or review time	\$35.00 per hour
Electronic records (emailed PDF or data files)	\$35.00 per hour plus any media costs
District Certified Copies	\$5.00 per document

I understand that fees may apply and that I will receive a cost estimate before processing begins.

Signature

Date

NOTICE TO REQUESTERS

1. Requests will be acknowledged within five (5) business days and completed or estimated within fifteen (15) business days per ORS 192.324(2)
2. Certain records are exempt from disclosure under ORS 192.355, including personally identifiable information of District customers under ORS 192.355(28).
3. If denied, you may petition the Fairview Water District Board of Commissioners for re-consideration or the Tillamook County District Attorney for review under ORS 192.411(1)

FOR DISTRICT USE ONLY:

Date Received:
Received By:
Acknowledged (date):
Completed (date):
Fee Estimate \$:
Deposit Received \$:
Balance Due \$:
Exemption(s) Cited (if denied):
Final Action: <input type="checkbox"/> Granted <input type="checkbox"/> Partial <input type="checkbox"/> Denied
Authorized by: