

## 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](mailto:office@fairviewwater.com)  
Website: [www.fairviewwater.com](http://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):

**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                                     |
|---|--|
| <b>Standard copies (8 1/2 x 11 in.)</b>               | <b>\$0.25 per page (single sided)</b>        |
| <b>Large-format copies, maps, or special media</b>    | <b>Actual cost of reproduction</b>           |
| <b>Staff research or review time</b>                  | <b>\$35.00 per hour</b>                      |
| <b>Electronic records (emailed PDF or data files)</b> | <b>\$35.00 per hour plus any media costs</b> |
| <b>District Certified Copies</b>                      | <b>\$5.00 per document</b>                   |

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:  |