



Klamath County Fire District 1

Public Records Request Form

Mail or email form to:	Klamath County Fire District 1 Attn: Request for Records 143 N. Broad Street Klamath Falls, OR 97601 Email: kcf1@kcf1.com	Questions? Call 541-885-2056
(This form may also be dropped off at the address noted above)		

Please select the option that best describes which requester type you represent:

Private Citizen or Business
 Insurance Company
 Attorney
 Law Enforcement
 Media
 Other

Requester Information: (please enter your contact information)

Name of Requester/Firm/Company:	Telephone Number:
Mailing Address:	Contact Person:
City:	State/Zip:

Contact Person Email address:

Reason for Request: (required)

Requested Records: (please describe in detail the records you are requesting)

Incident Information:

Relationship to Incident Location:	Incident Number: (if known)
Date of Incident (mm/dd/yyyy):	Time: <input type="checkbox"/> AM <input type="checkbox"/> PM
Location of Incident/Street Address:	City:

Type of Incident:

Structure Fire
 Vehicle Fire
 Other: (explain)

Additional Information:

Please allow up to 15 business days for your request to be processed. All reports requested are subject to release per state and federal public records statutes. Records may contain exempt and non-exempt materials and are subject to redaction. Fee schedule is available on the back side of this form.

PUBLIC RECORDS REQUEST Fee Schedule

Klamath County Fire District 1 complies with all applicable laws and rules related to the right of the public to review or obtain public records maintained by the department. Upon request, the District will provide and make available public records which are not exempt from disclosure. The District will respond to requests for public records and information consistent with District policy and procedures.

Specificity of Request. In order to facilitate the public's access to records in District 1 possession, and to avoid unnecessary expenditure of staff time, persons requesting access to public records for inspection or copying, or who submit written request for copies of public records, shall specify the records requested with particularity, furnishing the dates, subject matter and such other detail as may be necessary to enable District 1 personnel to readily locate the records sought.

Fees. In order to recover its costs for responding and completing public records requests, the following fee schedule is adopted by District 1. These fees refer to both hardcopies and electronic copies of documents.

1. Copies of Public Records; Certified Copies: Copies of Public Records shall be billed based on personnel time required to complete the request. The fee shall be \$40.00 per hour, or actual cost of personnel whichever is greater, with a minimum charge for one quarter hour. Certified copies will include additional costs to cover legal fees associated with providing that record.
2. Copies of Digital Photographs and Sound Recordings: Copies of digital photographs, sound recordings of meetings, and/or electronic copies of documents shall be billed based on personnel time required to complete the request. The fee shall be \$40.00 per hour, or actual cost of personnel whichever is greater, with a minimum charge of one quarter hour. An additional charge of \$5.00 per CD/DVD or \$15.00 per thumb drive shall be added. This does not include 911 recordings; requests for those recordings need to be made directly to the Klamath 9-1-1 Emergency Communications District, as they are the custodian of those records.
3. Copies of Maps and Other Nonstandard Documents: Charges for copying maps or other nonstandard size documents shall be charged in accordance with the actual costs incurred by District 1. In addition, fees for personnel time required to complete the request will be charged. The fee shall be \$40.00 per hour, or actual cost of personnel whichever is greater, with a minimum charge of one quarter hour.
4. Research Fees: The fee shall be \$40.00 per hour, or actual cost of personnel whichever is greater, with a minimum charge for one quarter hour. District 1 shall estimate the total amount of time required to respond to the records request, and the person making the request shall make payment for the estimated cost of the research and copying of the records in advance. If the actual time and costs are less than estimated, the excess money shall be refunded to the person requesting the records. If the actual costs and time are in excess of the estimated time, the difference shall be paid by the person requesting the records at the time the records are produced. This Public Records Research Fee schedule shall be posted at the administrative office in public view.
5. Additional Charges: If a request is of such magnitude and nature that compliance would disrupt normal District 1 operation, District 1 may impose such additional charges as are necessary to reimburse District 1 for the actual costs of producing the records. Such costs could include copying charges if use of outside copy equipment is required, postage, accounting or legal fees associated with providing that record; cost for the use of apparatus, equipment, or personnel as per the State Mobilization Plan; etc.
6. Reduced Fee or Free Copies: Whenever the Board determines that furnishing copies of public records in its possession at a reduced fee, or without costs, would be in the public's interest, the Board may so authorize.