



PUBLIC RECORDS REQUEST FORM

This form is used to process public record requests in accordance with ORS 192.314. Please provide as much information in the description to assist the Tualatin Hills Park & Recreation District in locating the documents you are requesting.

Name of Requesting Party _____ Date of Request _____

Affiliation (if applicable) _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____ E-mail Address _____

Signature of Individual Submitting Requesting Records _____

Description of Public Records: Please describe the material you are requesting. Include as much detail as possible: type of document, publication or release dates, authors, titles, etc. (Use additional sheets if necessary).

Alternate Document Format Requested: (Braille, large print, audiotape, etc.)

Fees: There is a charge for copies of documents. If research and copying time requires more than one-half hour staff time, the time will be billed based on the staff's level per 0.5 hours. Prior to receipt of materials, payment must be made in full. See *Public Records Requests Fees* form for details.

Preferred method of obtaining public records. Please indicate.

- I wish to schedule a time to review the documents at THPRD's administrative offices.
- I wish to have copies reproduced and mailed or will schedule a time to pick them up.
- Prior to reproduction, I wish to receive an estimate of the cost.

THPRD may seek advice from legal counsel regarding this request and any records deemed exempt will not be provided.

Submit to THPRD Public Records Officer, 15707 SW Walker Road, Beaverton, OR 97006 or fax 503.629.6302.

Office Use Only

Delivered/Viewed: _____ By: _____ Cost: _____

Risk & Contract Management
Public Records Request Form Rev.