Burlington Water District
Administrator
PO Box 1827
Fairview, OR 97024
burlingtonwaterdistrict@gmail.com

PUBLIC RECORDS REQUEST FORM

Oregon Public Records Law (ORS 192.420) grants every person the right to inspect any nonexempt records of a public body. Please fill out this form completely and identify specifically the type of records you are requesting.

_____
First & Last Name (please print)

_____
Name of Organization *(if applicable)*

_____
Address

_____ _____ _____
City **State** **Zip Code**

_____ _____
Daytime Telephone Number **E-Mail Address**

Requested Information/Records: Provide detailed description of requested information/records, being specific enough for the District to determine the nature, content, and location of the records you are requesting.

_____

_____

_____

_____

_____

_____ *(please attach additional sheet if needed)*

Purpose of Request: Some records requests may require a balancing of privacy rights, governmental interests and other confidentiality policies on one hand and the public interest in disclosure on the other. To help determine whether a particular public record is exempt from disclosure under a conditional exemption, please give a brief statement as to the purpose of your request:

_____

_____

_____

This form may be submitted:

- By mail to the District Administrator, Burlington Water District, PO Box 1827 Fairview OR 97024
- E-mailed to the District Administrator at burlingtonwaterdistrict@gmail.com

I understand that the information/records requested may not be immediately available for my review. I acknowledge that there may be a cost for the research time to retrieve the requested record and costs for duplication of requested documents. If research time is required, I understand I will be notified of the estimated cost prior to retrieving the documents or records. I also understand that prepayment for research time and copies may be required.

_____ _____
Signature **Date**

FOR OFFICE USE ONLY

Date Completed: _____ **Date Notified:** _____ **Date Picked Up:** _____

Info Compiled by: _____ **Total Charges:** _____

Information About Obtaining Records

- Oregon Revised Statutes (ORS) 192.440(2) allows the public body a reasonable time to respond to a records request. The amount of time that is reasonable will depend upon the volume of the records requested, the staff available to respond to the records request, and the difficulty in determining whether any of the records are exempt from disclosure.

- ORS 192.440(4)(a) authorizes the District to charge fees associated with public records requests.

Burlington Water District calculates fees for responding to public records requests as follows:

- $0.25 per page for photocopies;
- $0.25 for each true copy certification

- Actual cost for use of material and equipment for producing copies of nonstandard records.

- Labor charges that include researching, locating, compiling, editing or otherwise processing information and records:

  - No charge for the first 15 minutes of staff time.

  - Beginning with the 16th minute, the charge per total request is $44.00 per hour or $11.00 per quarter-hour. A prorated fee is not available for less than a quarter-hour.

- The actual cost for delivery of records such as postage and courier fees.

- Actual attorney fees charged to the Burlington Water District for the cost of time spent by an attorney in reviewing the public records, redacting material from the public records, or segregating the public records into exempt and nonexempt records.

- If a request is of such magnitude and nature that compliance would disrupt the District's normal operation, the District may impose such additional charges as are necessary to reimburse the District for its actual costs of producing the records.

- Burlington Water District may require prepayment of estimated fees before taking further action on a request.

- After an estimate is given to the requestor, Burlington Water District must receive written authorization from the requestor before proceeding with the records request. The requestor will be notified if costs exceed the written estimate given. In addition, a refund will be given if costs are less than estimated.

For more information contact:
District Administrator at burlingtonwaterdistrict@gmail.com