



## PUBLIC RECORDS REQUEST FORM

Adopted 2020

Public records requests must be made to the government agency that is in possession of those records. This form is for requesting public records that are held by Oak Lodge Water Services, including legacy records of Oak Lodge Water District and Oak Lodge Sanitary District.

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### Personal Information

Requestor Name: \_\_\_\_\_ Date: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

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### Records

Description of Records:

Describe the information/records you are requesting. Be specific enough for the District to determine the nature, content, and department where the records you are requesting may be located. Provide specific dates whenever possible.

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### Method of Review

- I would like to inspect the records at the District Offices.
- I would like electronic copies of the records.
- I would like copies of the records mailed to me.

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You may submit this form to the Oak Lodge Water Services District Recorder in person, by email, or by postal mail.

Email: [laural@olwsd.org](mailto:laural@olwsd.org)

District Offices: 14496 SE River Road, Oak Grove, OR 97267