



**PUBLIC RECORDS REQUEST
FEE WAIVER/REDUCTION FORM**

The District may reduce or waive a fee if it determines that making the record available would primarily benefit the general public, and that such waiver or reduction would not cause an unreasonable burden on District resources. Fee waiver requests are made on a case by case basis. Please provide the following information so that we may evaluate your fee waiver request.

Personal Information

Requestor Name: _____ Date: _____

Organization/Group of Requesting Party: _____

Street Address: _____

City: _____ State/Zip: _____

Phone Number: _____

Email: _____

Additional Information

Please provide general background on the requesting individual or organization/group as it relates to the public records request.

Describe the purpose for which the requesting party intends to use the requested records.

Specify the requesting party's plans to distribute the requested records to the general public.

Explain how the distribution of the requested records will benefit the general public.

Include any other information the requesting party feels would be helpful to the District in its evaluation of the fee waiver/reduction request.

In evaluating a fee waiver/reduction request, the District will consider the benefits to the general public, the relative benefits to individuals and private entities, and the reasonableness of the request, including the burden on the District in fulfilling the request for a reduced or waived fee.

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

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