



**Public Records Request Form**

Name: _____ Daytime Phone #: _____	
Address (City/State/Zip Code): _____	
Email address: _____	
Preferred method of contact: <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> US Mail	
<p><b>Information Requested:</b> Please be specific and provide as much detail as possible to allow TURA staff to determine the requested records' nature, content source, including dates and key words:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	
<p>How would you like to receive these records?  <input type="checkbox"/> Pick up <input type="checkbox"/> Emailed <input type="checkbox"/> U.S. Mail (cost of postage will be added)</p>	
<p><b>REQUESTOR TO READ AND SIGN UPON SUBMITTING REQUEST</b></p> <p>I understand that every person has a right to inspect any public record of a public body in this state, except as otherwise expressly provided by ORS 192.501 to 192.505. Further, I understand that fees may be charged to reimburse TURA for its actual costs in making the records available. Such calculation may include staff time, costs for summarizing, compiling, or tailoring a record to meet my request. Copies of large documents are sometimes taken to a commercial copy business. For those documents, the fee will be actual cost plus staff time. I hereby request that TURA produce, as best to the Agency's ability, the records specified above. Any fees must be paid prior to release of the record(s) requested. A deposit for fees, based on the estimated cost, will be required for any estimate above \$25.00. For estimates above \$25.00, TURA will provide a written estimate of the cost, and will seek confirmation to proceed or cancel the request. I understand that if the fee is not paid or additional requested information is not provided within 60 days, the request will be closed.</p>	
Signature _____	Date Submitted _____
<p><b>FOR OFFICE USE ONLY</b></p>	
Date request acknowledged: ____/____/____	Estimated completion date: ____/____/____
Info compiled by: _____	Date completed: _____
Amount due: _____	Date notified: _____
Receipt #: _____	Date picked up/mailed: ____/____/____

**Procedure for Public Records Request**

1. Complete and return the Records Request form with as much detailed information as you can.
2. TURA will provide a written cost estimate and MUST receive confirmation that you want TURA to proceed with your request.
3. TURA will contact you with the estimate and a time the records will be available for inspection.