Public Records Request

Public records requests must be made to the government agency that is the custodian of the records. If the records you seek are held by another public body, you should instead request them from that body.

Date of request: ______________________________

Name: ______________________________

Address: ______________________________

City: ______________ State: __________ Zip Code: ______________

Phone: ______________ Email: ______________

Description of records:

☐ I would like to inspect the records.
☐ I would like electronic copies of the records.
☐ I would like copies of the records mailed to me.

You may submit this form to Ingrid Caudel by email, mail, or fax to:

Email: ingrid.caudel@dlcd.oregon.gov
Mail: 635 Capitol St. Ste, 150, Salem, OR 97301
Fax: 503-378-5518