



## 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 Tabatha Hoge by email, mail or fax to:

**Email:** [tabatha.l.hoge@state.or.us](mailto:tabatha.l.hoge@state.or.us)

**Mail:** 635 Capitol St. Ste, 150, Salem, OR 97301

**Fax:** 503-378-5518