



## Request for Public Records

### Requestor information

Name: \_\_\_\_\_

Affiliation (if applicable): \_\_\_\_\_

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

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

Fax (if applicable): \_\_\_\_\_

### Details of request

Date of request: \_\_\_\_\_ Receipt of records (choose one):

- I would like to inspect the records onsite
- I would like electronic copies of the records (if available)
- I would like hard copies of the records mailed to me

### Detailed description of documents requested:

*Please be as specific as possible. Clearly provide the type of record(s) requested, subject matter, approximate date(s), and names of businesses and/or people involved. Attach additional sheet if needed.*

### Send your completed form by email, postal mail, or fax:

**Email:** info@oda.state.or.us

**Address:** Oregon Department of Agriculture, Directors Office, 635 Capitol Street NE, Salem, OR 97301-2532

**Fax:** (503) 986-4750

### What's next?

- If a request for records can be fulfilled using less than 30 minutes of staff time, there will be no charge for the service.
- If reimbursable staff time is estimated to be greater than 30 minutes, fees may be applied according to Oregon Administrative Rule 603-001-0145.
- When we receive your written request, we will respond with an estimate of expected charges.
- If you decide to continue with the request, we will prepare the requested records and provide them after payment is received.