

Request for Public Records

Public records requests must be made to the government agency that is the custodian of the records. This form is for requesting public records that are held by:

Public Body: _____

If the records you seek are held by another public body, you should instead request them from that body (see listings of Oregon [state agencies](#), [counties](#) and [cities](#)). Requests for criminal records of individuals generally should be directed to the [Oregon State Police](#).

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Description of Records:

Other information that could narrow the search such as dates and names:

You are not required to state why you are seeking records. However, many exemptions that permit public bodies to withhold records can be overcome if the public interest favors disclosure in the particular instance. If you believe that disclosure to you will serve the public interest, you are free to provide an explanation:

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

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

Email: _____

Mail: _____

Fax: _____