

**Public Records Request**

Submit this completed request to Fire Chief by mail at 389 N Pioneer Street Lowell, Oregon 97452, fax at 541-937-2287, or email at chief2300@lowellorfire.gov,

Please fill out each field in the form below to request public records from Lowell Rural Fire Protection District.

# Requester Name:

**Date of**

 **Request:**

**Organization Name:**

**Mailing Address:**

|  |
| --- |
|  |
| *City* | *State* | *ZIP Code* |

**Phone:** **Email**

**Provide a detailed description of the documents you are requesting:**

**I request that the documents be provided in the following format:**

I wish to arrange an opportunity to personally inspect the requested records. I wish to receive a hard (paper) copy of the requested records.

I would like to have these records provided to me an electronic format.

# Signature: Date:

*Your signature indicates that you understand that LRFPD will respond to your request by email as soon as practicable. You understand that there may be costs related to this request based on the fee structure adopted by the Board of Directors, and you are aware that you will be notified by staff if any fees need to be paid in order to complete your request.*