



## Columbia SWCD Public Records Request

**Today's date:**

**Your name:**

**Mailing address:**

**Email address** (if requesting response by email):

**Telephone number:**

**Record(s) requested** (please be specific regarding dates and subject matter– add additional page if necessary):

***The District may contact you to obtain clarification of your request.***

Please mail this completed form to the address above, or email it to: [information@columbiaswcd.com](mailto:information@columbiaswcd.com)

If the record is maintained in a machine readable or electronic form, the District will provide a copy of the record in the form requested, if available. If the record is not available in the form requested, the District will make the record available in the form in which it is maintained. The District may refuse to disclose any record that is exempt from disclosure under Oregon law.

How would you like to review the record(s)?

- I would like to inspect the record(s) in the District office
- I would like to pick up a photocopy of the record(s) at the District office
- I would like a copy of the record(s) emailed to me at the address provided above

The District is permitted a "reasonable time" to respond to public records requests. Under ordinary circumstances, the District will take up to five (5) working days to locate and either make available or copy the records. You will be notified if additional time is required.

If the record request is approved, the District will notify you of the estimated cost, according to the District's fee schedule. Costs must be paid in advance of providing the requested record(s). Any overpayment will be refunded; any costs in excess of the estimate shall be paid before the record(s) will be released.