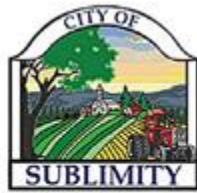


245 Johnson St.
Sublimity, OR 97385



503-769-5475
Fax 503-769-2206

City of Sublimity

Public Records Request Form

Requester Information (Please print clearly):

Name:	Request Date:
Mailing Address:	
Daytime Phone:	Email Address:
Fax Number:	
Preferred method of contact:	<input type="checkbox"/> Mail <input type="checkbox"/> Phone <input type="checkbox"/> Email
Description of Records (Describe in detail the type of document you are requesting):	
Other information that could narrow down the search:	

I would like: ☐ To inspect the records ☐ Electronic copies ☐ Copies of records mailed to me

Note: Additional charges may be assessed, e.g. postage or staff time for faxing material.

The City will respond to your request as soon as possible and without reasonable delay.

The City will provide a cost estimate at the time of the request and will require approval before beginning request.

Documents will be delivered to the requester after receipt of full payment.

I HAVE READ AND AGREE TO COMPLY WITH THE ABOVE CONDITIONS, and further agree to pay the cost of fulfilling this Public Records Request according to the conditions set forth above.

Signature _____

Date _____

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

Katie Scott, City Recorder
PO Box 146, Sublimity, OR 97385
Phone: 503-769-5475
Fax: 503-769-2206
Katie.scott@cityofsublimity.org