



Lake Oswego Fire Department
Public Records Request

This form is used to process public record requests in accordance with the Oregon Public Records Law (ORS Chapter 192). Persons wanting to inspect or obtain copies of public records need to complete this form and Submit it to:

Lake Oswego Fire Department Records
300 B Avenue
P. O. box 369
Lake Oswego, OR 97034

Phone: 503-635-0275
Fax: 503-635-0376

The Fire Department shall respond to all public documents requests within seven working days or explain why more time is needed for a full response.

REQUEST SUBMITTED BY:

Name: _____ Date: _____
Organization: _____ Phone: _____
Address: _____ Fax: _____
City/State/Zip: _____

Signature of Requestor: _____

FEES: Pre-payment is required. If the actual charges are less than the prepayment, an overpayment will be promptly refunded.

Report Fee	\$20 Includes up to 15 minutes of research time and up to 10 pages
Each additional page	\$0.25
Research time past first 15 minutes	\$10.50 per 15 minutes staff hour
For other fees please contact the Fire Department	503-635-0275

DESCRIPTION OF PUBLIC RECORD REQUESTED

Date of incident: _____
Address of incident: _____
Other information: _____

Date Received:

Date Provided:

Fee Paid: