**CENTRAL COOS FIRE & RESCUE**

Public Records Law

APPENDIX B

Request for Disclosure of Public Records B-2

Response Acknowledging Public Records Request B-3

Certification of True Copy (Paper Records) B-4

Certification of True Copy (Electronic Records) B-5

Public Records Policy B-1

REQUEST FOR DISCLOSURE OF PUBLIC RECORDS

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CENTRAL COOS FIRE & RESCUE

COOS BAY, OREGON 97420

Attn: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Employee responsible for processing requests

I (we), \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, request that Central Coos Fire & Rescue and its employees make available for inspection or provide a copy or copies of the following records:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name or description of record)
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name or description of record)

I wish to arrange an opportunity to inspect the requested public record(s) \_\_\_\_\_ (Y/N)

I wish to receive copies of the requested record(s) \_\_\_\_\_ (Y/N)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Requestor’s Signature

Public Records Policy – B-2

RESPONSE ACKNOWLEDGING PUBLIC RECORDS REQUEST

To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In accordance with ORS 192.440(2), this is to acknowledge our receipt on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_

of your request for the following record(s):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe records requested

Having reviewed your request, we are able to inform you that:

\_\_\_\_\_\_\_ Copies of all requested public records for which Central Coos Fire & Rescue does not claim an exemption from disclosure under ORS 192.410 to 192.505 are enclosed.

\_\_\_\_\_\_\_ Central Coos Fire & Rescue does not possess/is not the custodian of the requested record(s).

\_\_\_\_\_\_\_ Central Coos Fire & Rescue is uncertain whether we possess the requested record(s). We will search for the record(s) and make an appropriate response as soon as possible.

\_\_\_\_\_\_\_ Central Coos Fire & Rescue is the custodian of at least some of the requested public record(s). We estimate that it will require \_\_\_\_\_ hours before the public record(s) may be inspected or copies of the record(s) will be provided. We estimate that the fee for making the record(s) available is $\_\_\_\_\_\_\_\_\_\_\_, which you must pay as a condition of receiving the record(s).

\_\_\_\_\_\_\_ [State/Federal] law prohibits Central Coos Fire & Rescue from acknowledging whether the requested record(s) exist(s). – CITE TO RELEVANT STATE/FEDERAL LAW.

\_\_\_\_\_\_\_ Central Coos Fire & Rescue is unable to acknowledge whether the requested record(s) exist(s) because that acknowledgement would result in the loss of federal benefits/other sanctions. – CITE TO RELEVANT STATE/FEDERAL LAW

Public Records Policy – B-3

CERTIFICATION OF TRUE COPY (Paper Records)

I certify that I have compared the attached \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ consisting of

\_\_\_\_\_\_\_ page(s) with the original in this office, that I am the custodian, and that the attached is a true and correct copy.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Oregon \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_\_\_

City Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Name/Title

 Subscribed and sworn to before me this

 \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Notary Public for Oregon

 My commission expires: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Public Records Policy – B-4

CERTIFICATION OF TRUE COPY (Electronic Records)

I certify that I have compared the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with the original in this office, that I am the custodian , and that the

attached \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ document is a true and correct copy of the original. However,

because of the nature of the electronic medium on which the attached record is provided, I cannot

ensure that its contents will not be modified after its release from my custody.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Oregon \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20 \_\_\_\_\_\_

City Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Name/Title

 Subscribed and sworn to before me this

 \_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Notary Public for Oregon

 My commission expires: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Public Records Policy – B-5