

PUBLIC RECORDS REQUEST

To: Custodian of Public Records for _____ (identify name of City or County)

Pursuant to ORS 192.410 to 192.505, the undersigned requests an inspection, and, if necessary, a copy at reasonable cost of the following public record(s) in your possession:

If you believe the aforementioned record, or any part thereof, is exempt from public inspection, please furnish the undersigned with the statutory basis for your belief.

If I do not receive a response from you within seven (7) days of this request, I will treat the request as denied and may seek my statutory remedies to inspect and copy the above described record(s).

DATED this ____ day of _____, 200_.
