

Clatskanie Park & Recreation District

Public Records Request Form

Submit this completed request to the **Attention of the District Manager** of the Clatskanie Park & Recreation District by mail at PO Box 737, Clatskanie OR 97016, or email at csp@cni.net

Please fill out each field in the form below to request public records from Clatskanie Park & Recreation District. You will receive a receipt of submittal by email when your request is received.

Requester
Name: _____ **Date of**
Request: _____

Organization Name
(if applicable): _____

Mailing
Address: _____

City *State* *ZIP Code*

Phone: _____ **Email** _____

Provide a detailed description of the documents you are requesting:

I request that the documents be provided in the following format:

- ☐ I wish to arrange an opportunity to personally inspect the requested records.
☐ I wish to receive a hard (paper) copy of the requested records.
☐ I would like to have these records provided to me an electronic format.

Signature: _____ **Date:** _____

Your signature indicates that you understand that Clatskanie Park and Recreation District will respond to your request by email as soon as practicable. You understand that there may be costs related to this request based on the fee structure adopted by the Clatskanie Park & Recreation District, and you are aware that you will be notified by staff if any fees need to be paid in order to complete your request.

April 2023