



## PUBLIC RECORD REQUEST FORM

Please complete this form and send to:

Woodburn Fire District  
1776 Newberg Hwy  
Woodburn OR 97071  
Phone: (503) 982-2360; Fax: (503) 981-5004  
Email to: [korrin@woodburnfire.com](mailto:korrin@woodburnfire.com)

### CONTACT INFORMATION

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Organization: \_\_\_\_\_ Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

### REQUEST (Detail of records being requested)

Please be as specific as possible. Please include the reason for your request or justification for disclosure. If your request involves a large number of documents, or if it is difficult to determine which documents you are interested in, we may contact you to set up an appointment for you to come in to our office to review the file(s). Please let us know what dates and times are most convenient for you to do this.

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

### OFFICE USE

Date Received: \_\_\_\_\_ Assigned to: \_\_\_\_\_  
Due Date: \_\_\_\_\_ Costs (*see policy*): \_\_\_\_\_