



Sunrise Water Authority
 10602 SE 129th Ave.
 Happy Valley, OR 97086
 503-761-0220
 Fax 503-761-7406

Public Records Request
 In accordance with ORS 192.410 through 192.440

Date of Request _____

Requested By _____

(Individual)

(Organization)

(Mailing Address)

(Phone)

(Email Address)

Description of Requested Records: (Please indicate the number of copies being requested)

(Attached additional pages as needed for request.)

Signed _____

Representing _____

Dated _____

For Authority Use Only

Date Received _____ Date Processed _____ Processed by _____

Approved by _____ Title _____

Costs: Fees related to public records requests are presented on the reverse side of this form. Sunrise Water Authority will provide one-half hour of staff time and up to \$5.00 of printing and mailing costs per requester, per month prior to implementing the fee schedule. Requests falling under the levels dictated by the fee schedule must still be submitted in writing. Complete information related to the Sunrise Water Authority Public Records Policy will be provided upon request or accessed via the Sunrise Water Authority website.

The District may require a deposit of up to 10% of the estimated cost of copying all public records selected by the requestor.

| | |
|--|-----------------|
| Number of Standard Copies _____ x \$.25 each page = | \$ _____ |
| Number of Non-Standard Copies _____ x \$._____ each page = | \$ _____ |
| Postage Charges/Shipping Container | \$ _____ |
| Other Charges | \$ _____ |
| TOTAL AMOUNT DUE | \$ _____ |

PUBLIC RECORDS FEE SCHEDULE

Sunrise will provide one-half hour staff time and up to \$5.00 printing and mailing costs per requester, per month, before implementing the fee schedule.

Photocopies:

All sizes, up to and including 11" X 17" \$.25/page

Audio Tape:

Sunrise does not have the ability to duplicate audiotapes. The actual cost of out-sourcing duplication will be charged to the requester.

Other Materials:

Diskette, cd, Mylar, blueprint, etc., will be billed to the requester at Sunrise's cost.

Search Time:

Standard hourly rate for the employee or employees involved.