



## PUBLIC RECORDS REQUEST FORM

Public records requests must be made to the government agency that is in possession of those records.  
This form is for requesting public records that are held by Oak Lodge Water Services.

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### Personal Information

Requestor Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

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

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

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### Description of Records

Describe the information/records you are requesting. Be specific enough for OLWS to determine the nature, content, and department where the records you are requesting may be located. Provide specific dates whenever possible.

This request is related to a lawsuit in which OLWS is a party, or a tort claims notice that has been filed.

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### Method of Review

I would like to inspect the records at the OLWS Offices.

I would like electronic copies of the records.

I would like copies of the records mailed to me.

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You may submit this form to the Oak Lodge Water Services District Recorder in person, by email, or by postal mail.

Email: [laural@olwsd.org](mailto:laural@olwsd.org)

OLWS Offices: 14496 SE River Road, Oak Grove, OR 97267