



City of Westfir

47441 Westoak Road, P.O. Box 296

Westfir, Oregon 97492

541-782-3983

westfircity@gmail.com

PUBLIC RECORDS REQUEST

Name of Requestor: _____ Date: _____

Address: _____

Telephone: _____ E-mail: _____

Fax Number: _____

Description of records requested (please be as specific as possible):

_____ I wish to arrange an opportunity to personally inspect the requested records.

_____ I wish to receive copies of the requested records via: _____ Will pick up
_____ Postal delivery
_____ Fax

Requestor's Signature

FEES:

Staff Charges: \$18/hour billed in quarter hour increments
Copying: \$0.25 per page
Double Sided \$0.30 per page
11x17 Copy \$0.30 per page
Fax: \$2.00 per page
Postal Delivery: Actual cost