



PORT OF SIUSLAW

Serving Western Lane County and The Central Oregon Coast

"Creating quality jobs and businesses through the development and application of Port facilities, resources and unique capabilities."

PUBLIC RECORDS REQUEST FORM

Name: _____ Date of Request _____

Address: _____

Phone/Fax: _____ Email: _____

Will this information be used for commercial purposes _____ YES _____ NO

Have you contacted any other Port of Siuslaw employee about this request? If yes,

Name of employee contacted: _____

Records/Documents Being Requested:

Please attach any additional background information that will help Port of Siuslaw staff to locate the records requested

Please see reverse side for important information about the Port of Siuslaw's Public Records Request Policies and Procedures

For Office Use Only

Information provided via:

_____ Telephone _____ E-mail _____ Letter _____ Fax _____ In person

Staff member who completed request: _____ Date: _____

Cost of processing request: _____ Paid Date: _____