



PUBLIC RECORDS REQUEST FORM

* Only use this form if you are having difficulty with the on-line submission form *

REQUESTOR INFORMATION

Date of Request:

Name: | Company:

Address: | City, State, Zip

Telephone: Email Address:

Fax (if applicable):

Is this request related to a civil judicial proceeding to which this public agency is a party? No Yes

DESCRIPTION OF RECORDS REQUESTED

Oregon Public Records Law (ORS 192) grants every person the right to inspect any public record of a public body in the state, unless exempt from disclosure by law. Persons wanting to inspect or obtain copies of public records need to complete this form and can submit it via one of the following methods:

By mail	By fax
Prosper Portland Attn: Legal Department/Public Records 220 NW 2nd Avenue, Suite 200 Portland, OR 97209	Attn: Legal Department/Public Records (503) 823-3368

Generally you will be contacted within five (5) business days regarding the status of your request. Arrangements to inspect and/or produce copies of records and estimated fees may be discussed at that time. Please refer to <http://prosperportland.us/news-events/news-room/public-records-requests/> for more information.