Oregon TECH

Public Records Office

Request for Public Records

Public Record Requests for Oregon Tech must be made using this form and submitted to the Public Records Office. If the records you seek are held by another public body, you should instead request them from that body.

Requestor Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

Description of Records:

_____

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Other information that could narrow the search such as dates and names:

_____

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I would like:

☐ to inspect the records on-site   ☐ electronic copies of records   ☐ copies of records mailed to me

Have you made this request to any other public agency?   Yes   No

Agency Name: _____

You may submit this form to the Oregon Tech Public Records Office by E-mail or mail to:

E-mail: public.records@oit.edu
Mail: Public Records Office
3201 Campus Drive, Klamath Falls, OR 97601

For Office Use Only: **Date Request Received** _____ **Initial Reply Date**_____

Date Requested Information Made Available _____ **Any Cost for Request** _____