



PUBLIC RECORD(S) REQUEST

(See "Guidelines for Public Records Requests" for additional instructions.)

NOTE: Public records do NOT include student records.

Companies requesting public records must complete the Public Record(s) Request form and mail it, accompanied by a check made payable to "Mt. Hood Community College" in the amount of \$25, mailed to the Office for College Advancement. This allows the College to contact the requester for clarification of his/her request and notify him/her when the records are available for pickup. Requests will be accepted or denied in accordance with the College's Guidelines for Public Records Requests.

Name of Requesting Organization (i.e., business name, if applicable)

Date

Street

City

State

Zip

Telephone

E-mail Address

Fax Number

For records that are subject to disclosure under ORS 192.502(9)(b), and created on or after July 1, 2021, requesting party must indicate, by initialing below, whether a condensation of the significant facts that are not otherwise exempt from disclosure under ORS 192.410 to 192.505 is desired.

Initials

Preferred method of obtaining public records
(please make your preference known by initialing
the corresponding line).

Requesting party will pick up records at Mt. Hood Community College.

College will deliver via U.S. Postal Service
or email. Please indicate preference.

It is to everyone's advantage if requests are as precise and as specific as possible. The requester benefits because the request can be processed more quickly and inexpensively. The College benefits because it can do a better job of responding to the request. The Oregon Public Records laws work best when both the requester and the College act cooperatively.

What public record(s) are you requesting? (Please specify and attach additional information) _____

What is the intended purpose of the request? _____

I certify that the statements contained in this form are true and correct to the best of my knowledge and belief, that I have read and understood the Mt. Hood Community College Guidelines for Public Record(s) Requests, and that I have attached the required \$25 deposit with this formal request. (Where fees are waived or request is denied, the College will promptly return deposit payment.)

Printed Name of Individual Requesting Records

Signature of Individual Submitting Request of Records

Date: _____