

Public Records Request

Please fill out each field in the form below to request public records from the Umatilla County Special Library District (UCSLD). You will receive a receipt of submittal by email when your request is received.

Submit this completed request to the UCSLD District Director by mail at P.O. Box 1689, Pendleton, OR 97801 or email at director@ucsld.org.

Requester Name: _____ Date of Request: _____

Organization Name (if applicable): _____

Mailing Address: _____

City *State* *ZIP Code*

Phone: _____ Email: _____

Provide a detailed description of the documents you are requesting:

- I wish to arrange an opportunity to personally inspect the requested records.
- I wish to receive a hard (paper) copy of the requested records.
- I would like to have these records provided to me in an electronic format.

Signature: _____ Date: _____

Your signature indicates that you understand that the District Director will respond to your request by email as soon as practicable. You understand that there may be costs related to this request based on the fee structure adopted by the UCSLD and you are aware that you will be notified by staff if any fees need to be paid in order to complete your request.