

Nehalem Bay Wastewater Agency

PUBLIC RECORDS REQUEST

INSTRUCTIONS

1. Requests must be in writing using the public records request form, available in the administration office or online at <https://www.nbwaor.gov/>

Submit requests to:

Nehalem Bay Wastewater Agency
PO Box 219/35755 Seventh St, Nehalem OR 97131
Fax: 503-368-7211
Email: nbwa@nehalem.tel.net

2. The administration office will submit a cost estimate in order to provide the requested documents, including copy charges, research time, and separating exempt from nonexempt materials (if required).
3. The administration office will then fulfill the request and present an invoice to be paid before release of the documents.

FEE SCHEDULE

Photocopying charges: \$0.25/page

Research cost: Staff hourly wage (first 1/2 hr. free)

Date of Request: _____
Requester Name: _____ **Organization Name:** _____
Mailing Address: _____
Phone: _____
Email: _____

Provide a detailed description of the documents you are requesting:

I request that the documents be provided in the following format:

- I would like to arrange to personally inspect the requested records. Inspection shall occur in the office during normal business hours.
- I would like to receive a hard copy of the requested records.
- I would like to have the requested records provided to me in email format.

Signature: _____ **Date:** _____

Your signature indicates that you understand that there may be costs related to this request based on the fee schedule and you will be notified by staff if any fees need to be paid in advance in order to complete your request.

Date Received: _____ Date Approved by Manager: _____ Date approved by Board of Directors: _____
Estimate of Hours Needed: _____ Estimated Cost to Complete: _____ Date of Mailing: _____

35755 Seventh/PO Box 219 Nehalem Oregon 97131-0219 phone (503)368-5125 fax (503)368-7211

Nehalem Bay Wastewater Agency is an equal opportunity provider
