



**Sunset Empire Transportation District**

900 Marine Drive Astoria, OR 97103

Phone: 503-861-5370 Fax 503-325-1606

**REQUEST FOR DISCLOSURE OF PUBLIC RECORDS**

All public records requests received by Sunset Empire Transportation District (SETD) will be acknowledged or completed within 5 working days. If SETD is unable to provide records requested within the 5 working days, SETD will provide requester with a written statement that estimates the completion date and any fees required for processing records. Fees may be required in advance of receiving requested records. Please mail the request to the address shown above or email to [mary@ridethebus.org](mailto:mary@ridethebus.org).

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

**List description of records you are requesting.**

1. \_\_\_\_\_

2. \_\_\_\_\_

\_\_\_ I wish to personally inspect requested records. \_\_\_ I will pick up records. \_\_\_ Please e-mail or mail records to address provided

Requester's Signature: \_\_\_\_\_ Date \_\_\_\_\_

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**Fees will be assessed for the following services. Payment in advance required if fees total over \$25.**

Paper Copies- \$ 0.15 cents per page (8.5 X 11) Scanned and emailed copies \$ 0.25 cents per page \_\_\_\_\_

Certified Copies- \$30.00 per document (Notary or Staff) Staff Research or Research with Staff present \$25.00 per hour Total \$ \_\_\_\_\_

Copies of Audio recordings- \$10 each Maps and Non Standard Sized Document \$ \_\_\_\_\_ determined by commercial copy fees

Emailed documents- Staff research and preparation fees may be charged Total Fees \$ \_\_\_\_\_ Date Paid \_\_\_\_\_

If records request involves litigation or other legal matters, attorney fees and other processing fees will be assessed and paid in advance.

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Requested records released to: \_\_\_\_\_ Date \_\_\_\_\_

SETD Records Specialist Print \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_