

# RAINIER CEMETERY DISTRICT

## Public Records Request Form

Submit this completed request to the **Attention of the District Manager** of the Rainier Cemetery District by mail at PO Box 307, Clatskanie OR 97016, fax at 503-556-2754, or email at [office@rainiercemeterydistrict.com](mailto:office@rainiercemeterydistrict.com)

Please fill out each field in the form below to request public records from Rainier Cemetery District. You will receive a receipt of submittal by email when your request is received.

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

- 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 an electronic format.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Your signature indicates that you understand that Rainier Cemetery District 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 Rainier Cemetery District, and you are aware that you will be notified by staff if any fees need to be paid in order to complete your request.*

*January 2023*