

TANGENT RURAL FIRE PROTECTION DISTRICT

PROCEDURE FOR PUBLIC RECORDS REQUEST

1. Complete and return the Records Request form with as much detailed information as you can.
2. The District will provide a written cost estimate and MUST receive confirmation that you want the District to proceed with your request.
3. The District will contact you with the estimate and a time the records will be available for inspection.
4. If you request to inspect records at District Office, you will be informed of the net available time for such inspection. A place for ONE person to review the files will be provided. One file at a time will be made available. When you are through with the file, return it to receive the next file. Any pages to be copied should be marked with sticky notes provided by the District.
5. When you complete your inspection, return the last file. If staff is available, requested pages will be copied at that time. If staff is not available, you will be informed via your preferred method of contact once staff has copied the requested pages.
6. If more than one person wants to review your requested records at the same time, reservations must be made in advance for a conference room. A research fee will be charged to cover staff's time to remain in the room with the files.