



Public Records Request

Email to: records@crpud.org
Fax to: (503) 397-5215
Mail to: PO Box 1193
St. Helens, OR 97051
Deliver to: 64001 Columbia River Highway
Deer Island, OR 97054

Columbia River People’s Utility District (PUD) makes Public Records available pursuant to [Oregon Revised Statutes 192.311 to 192.478](#). The instructions below summarize the PUD’s process for complying with the public records process; nothing written below is intended to supersede the statutes.

INSTRUCTIONS FOR REQUESTING PUBLIC RECORDS

1. All requests must be made using this form or the submission form at www.crpud.net/records.

2. Submit your request to Heidi Ralls, Public Records Officer:

Submit Electronically:
Fax: (503) 397-5215
Email: records@crpud.org
Web: www.crpud.net/records

Submit by Mail:
Columbia River PUD
Public Records Officer
PO Box 1193
St. Helens, OR 97051

Submit in Person:
Columbia River PUD
64001 Columbia River Hwy
Deer Island, OR 97054

3. The PUD will acknowledge your request within 3 business days. If you have not received an acknowledgment by then, please contact Public Records Officer Heidi Ralls at records@crpud.org or (503) 397-1844.

4. If the cost to produce the requested records is \$25 or less, there will be no charge. If the cost will exceed \$25, the PUD will provide you with a cost estimate. This estimate may include time spent locating records, reviewing records, redacting exempt material, supervision, attorney time, and copying and distribution expense. The PUD bases its fees on the actual cost of staff and attorney time, plus copying expense of 10¢ per page, plus the actual cost of postage, envelopes, and other supplies needed to send your records. (For more information, see [ORS 192.324](#))

5. In order for the PUD to produce the records, you must direct the PUD to proceed with the request following your receipt of the cost estimate. If the actual cost to produce the records exceeds the estimate given, the PUD will contact you with a revised estimate before proceeding.

6. Some records held by the PUD are exempt from public disclosure pursuant to [ORS 192.345](#) and [ORS 192.355](#), and other disclosures prohibited by federal or state law or regulation. No information that is exempt from public disclosure will be released. You will be notified if the records you request qualify for an exemption.

7. Payment for the actual cost of producing the records is due upon receipt.



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Date: _____
Name: _____
Address: _____
City, State, Zip: _____
Phone: _____ Email: _____

To: Heidi Ralls, Public Records Officer, Columbia River People's Utility District
I request that Columbia River People's Utility District (PUD) and its employees make available for inspection or provide copies of the following records

Name/Description of Records Being Requested:

Please including any information that would help identify the specific records you are requesting. Attach additional sheets if necessary.

How you wish to receive the records:

- I wish to arrange an opportunity to personally inspect the requested records.
 I wish to receive copies of the requested records.

Acknowledgment of Rules, Procedures and Fees:

- By checking this box and signing below:
- I acknowledge that I have read the Instructions for Requesting Public Records on page 1 of this form.
 - I agree to pay the expense required in releasing the records I am requesting, pursuant to Instruction 4 of this form. I understand that if the cost to produce my records will exceed \$25, the PUD will provide me with an estimate of the expense to produce the records before producing them. I further understand that the PUD will not proceed with producing the records until I agree to the estimate.
 - I agree to pay the actual cost of producing the records, upon their receipt.

Requestor's Signature