



Rogue Community College
 3345 Redwood Highway
 Grants Pass, Oregon 97527-9291
 541-956-7500

PUBLIC RECORD(S) REQUEST

Parties requesting public records are encouraged to complete this form and submit it, with a check made payable to Rogue Community College (RCC) in the amount of \$25.00. The request and check should be forwarded to the Chief Financial Officer (address above). RCC will contact request for clarification and for notification when requested records are available for pickup. Requests will be accepted or denied pursuant to RCC's Guidelines for Public Records Requests (Guidelines) (Board Policy III.A.030).

 Name of Requesting Party (e.g. business name) Date: _____

REQUESTING PARTY'S CONTACT INFORMATION:

 Street _____
 City

 State Zip _____
 Telephone (Work)

 E-mail address _____
 Telephone (Cell)

For special consideration, the College may waive or reduce the total fee if applicable to a non-profit 501(c)3 corporation. If applicable, indicate non-profit status number: _____

For records subject to disclosure under ORS 192.502(9)(b), and created on or after June 20, 2007, the Requesting Party must indicate by initiating below, whether a condensation of the significant facts that are not otherwise exempt from disclosure under ORS 192.410 to 192.505 is desired: _____

Initials

Preferred method of obtaining public records (please make your preference known by initialing below):

 US Mail _____
 Will pick up

Requests should be precise and as narrow as possible. This provides for a less expensive, and quicker response. Oregon Public Records laws work best when both parties act cooperatively. What public record(s) are you requesting? (Please specify records requested below and/or on reverse):

I certify the statements contained in this Form are true and correct to the best of my knowledge and belief. I have read and understand the Guidelines and the \$25.00 deposit is attached.

 Name of Individual Requesting Records (Please Print)

 Signature of Individual Submitting Request for Records Dated: _____

Note: If fees are waived or request is denied, RCC will promptly return deposit/payment.