



Request for Public Records

Public Records Office
541-885-1116

Public Record Requests for Oregon Tech must be made using this form and submitted to the Public Records Office. If the records you seek are held by another public body, you should instead request them from that body.

Requestor Name: _____ Date: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ E-mail: _____

Description of Records:

Other information that could narrow the search such as dates and names:

I would like:

- to inspect the records on-site electronic copies of records copies of records mailed to me

Have you made this request to any other public agency? Yes No

Agency Name: _____

You may submit this form to the Oregon Tech Public Records Office by E-mail, mail, or fax to:

E-mail: FADM-public.records@oit.edu
Mail: Public Records Office
3201 Campus Drive, Klamath Falls, OR 97601
Fax: 541-885-1101

<i>For Office Use Only:</i> Date Request Received _____	Initial Reply Date _____
Date Requested Information Made Available _____	Any Cost for Request _____