Request for Public Records

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: public.records@oit.edu
      Mail: Public Records Office
            3201 Campus Drive, Klamath Falls, OR 97601

For Office Use Only: **Date Request Received** _____   **Initial Reply Date**_____

      Date Requested Information Made Available _____   **Any Cost for Request** _____