

**PUBLIC RECORD REQUEST FORM**

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| Please complete this form and send to:  City of Pendleton  Attn: City Attorney  500 SW Dorion Ave.  Pendleton OR 97801  Phone: (541) 966-0206; Fax: (541) 966-0231  Email to: nancy.kerns@ci.pendleton.or.us |  |
| **CONTACT INFORMATION** | |
| Name: | Email: |
| Organization: | Phone:  Fax: |
| Mailing Address: | |
| **REQUEST (Detail of records being requested)** | |
| Please be as specific as possible. For example, specify file number, file name, site location (township, range and section). If your request involves a large number of documents, or if it is difficult to determine which documents you are interested in, we may contact you to set up an appointment for you to come in to our office to review the file(s). Please let us know what dates and times are most convenient for you to do this. | |
| Signature: | Date: |
| **OFFICE USE** | |
| Date Received: | Assigned to: |
| Due Date: | Costs: See the Fee Schedule on the City website at [Fee Schedule | Pendleton, OR](https://pendleton.or.us/cityrec/page/fee-schedule) |