



Contact:
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Public Information and Records Request

“Public information” is defined in ORS 192.410-192.505 and in the Oregon Attorney General's Public Meetings and Records Manual. These sources also list several circumstances under which a public body may decline to release information.

Because the identity and motive of a person seeking disclosure of a particular public record may be relevant in determining whether a record is exempt from mandatory disclosure, please provide the following information:

Requester's Name: _____

Address: _____ Phone: _____

Signature: _____ Date: _____

Information Requested: _____

Purpose of Request: _____

All requests for information or copies of Authority records shall be submitted to the general manager for approval or response which will be pursuant to Green Area Water & Sanitary Authority's (GAWSA) policy for requests, inspection, or copies of Authority records. A copy of such policy is available upon request. In cases where an exemption from disclosure under state law is potentially applicable, the request(s) will be submitted to GAWSA's Board of Directors for consideration at its next meeting. In some cases, there will be a fee charged for providing this service, i.e., copies of documents will be prepared at .25 per page. Payment of any fees must be received by the Authority prior to the release of the requested materials. The requester will be advised by the office staff in advance of any fees charged.