



Public Records Request

Submit this completed request to Katie Murray, administrative Manager, by mail at PO BOX 582, Heppner, OR 97836 or by email at kmurray@wcparkdistrict.org. Please fill out each field in the form below to request public records from Willow Creek Park District. You will receive a receipt of submittal by email when your request is received.

Requester Name: _____ Date of Request: _____

Organization Name
(if applicable): _____

Mailing
Address: _____

City State ZIP Code

Phone: _____ Email _____

Provide a detailed description of the documents you are requesting:

I request that the documents be provided in the following format:

- I wish to arrange an opportunity to personally inspect the requested records.
- I wish to receive a hard (paper) copy of the requested records.
- I would like to have these records provided to me an electronic format.

Signature: _____ Date: _____

Your signature indicates that you understand that Willow Creek Park District will respond to your request by email as soon as practicable. You understand that there may be costs related to this request based on the fee structure adopted by the District, and you are aware that you will be notified by staff if any fees need to be paid in order to complete your request.