

**MCMINNVILLE WATER AND LIGHT
PUBLIC RECORDS REQUEST**

1.1 Attention Requestor: To make a request for disclosure of public records to MW&L, complete the following form and direct this form to the individual indicated in section 1.4

Requestor first & last name (print) _____ Date of request _____

Name of organization (if any) _____

Mailing Address, including city and zip code _____

Signature of requestor _____

Daytime telephone _____ Email address _____

1.2 Please state the nature of the request and be as specific as you can: (attach additional page if needed):

Other comments _____

1.3 How do you wish the record to be made available? (mark with "√" below)

View on site. Receive copies by mail. Electronic form (if available).

PUBLIC RECORD REQUEST CONTACT INFORMATION:

1.4 Public record requests to MW&L may be directed to: Clerk of the Commission, Trena McManus at: PO Box 638, 855 NE Marsh Lane, McMinnville, OR 97128; or by email at tdm@mc-power.com.

1.5 MW&L will acknowledge and respond to the request in the form as attached described in Section 3, or in another form as reasonably determined by MW&L to comply with the Public Records Law.

1.6 A public records request is received upon actual receipt by MW&L.

1.7 An acknowledgment or a response to a request for disclosure of public records is effective upon mailing, or actual delivery, whichever is earlier.

1.8 MW&L Fees and charges for public record requests are as established by the MW&L Commission as set forth in Section 2 herein.