RECORDS REQUEST TO

EUGENE WATER & ELECTRIC BOARD

The Requestor asks to inspect the records indicated below:

Requestor:

Name : _____

Address: _____

Daytime Telephone: _____

Email: _____

Specific Records Requested: [Attach additional pages if necessary]

Reason for Request:

Request can be submitted in one of four ways:

1. Scan request form and email it to steam.transition@eweb.org as an attachment
2. Fax request to (541) 685-7328
3. Mail request to EWEB, Attn: Steam Transition, PO Box 10148, Eugene, OR 97440-21485
4. Deliver request to EWEB receptionist at 500 East Fourth Avenue in Eugene

I would like to receive my requested record(s) (circle one): **Electronically by Email** **Hard Copy by Mail**

Please note that EWEB will email an electronic copy of the requested report(s) at no charge. Due to copying expenses, hard copies will cost $0.25 per page. If the cost exceeds $10, you will be contacted with a final cost estimate.

Requestor asks _____ does not ask _____ that EWEB waive such costs. If Requestor asks for waiver of costs, state the basis of such waiver:

_____ _____

Date Signature of Requestor

(EWEB Use Only Below This Line)

☐ Waiver granted

☐ Waiver denied in whole or in part (see attached)

☐ Request more information (see attached)