



Request for Public Records

Public Records Office

Public Record Requests for Oregon Tech must be made using this form and submitted to the Public Records Office. If the records you seek are held by another public body, you should instead request them from that body.

Requestor Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

Public agency? Yes No



Agency Name: _____

You may submit this form to the Oregon Tech Public Records Office by E-mail, mail, or fax to:

E-mail: public.records@oit.edu

Mail: Public Records Office

3201 Campus Drive, Klamath Falls, OR 97601

Date Request Received _____

Initial Reply Date _____

Date Requested Information Made Available _____

Any Cost for Request _____