## COOS COUNTY PUBLIC RECORDS FORM

This form must be submitted to the Records Custodian at the applicable County Department. The addresses for the County Departments are attached to this form.

Date:	
Name:	
Address:	
Phone:	
E-mail:	
Have you contact	eted any other Coos County employee about this request?
	me of employee contacted
Information Req	uested:
Use the back of	this sheet if more room is needed. Please attach any additional background information that will
help County staf	f to locate requested records.
Fees	
	s not include all of the fees. For an updated fee list, visit <a href="http://www.co.coos.or.us">http://www.co.coos.or.us</a> .
Staff:	Current rate which includes wages and benefits. Staff charges depend upon
	which staff person performs the work, which in turn depends upon the expertise
Conica	required for the research.
Copies:	<ul><li>\$ .50 per page, for all departments except Clerk's Office.</li><li>\$ .25 per page for Clerk's Office per ORS 205.320(4)(c).</li></ul>
Audio:	\$15.00 first tape or CD.
	\$ 5.00 each additional tape or CD.
Please check h	ow you would like to receive requested documents:
. Ioudo ondon II	Inspection of Documents (Add staff time to supervise inspection, to compile records)
	Dialetta (Na additional abores)
	Fax (Add \$1 plus \$.25 per page)
	Mail (Add the cost of postage)
Dy signing this	Email (No additional charge)
	<b>form, you agree to the following:</b> I authorize the County to process my request for public laterial contained in this request is exempt from disclosure, I understand that the County will
	on for the exemption. I agree to pay the deposit estimated for the County to respond to this
	ctual cost is above the amount of the deposit, I will pay any additional fees before the records
are provided.	, , , , , , , , , , , , , , , , , , , ,
Signature:	Date:
orginature	Date.

## SUBMISSION OF PUBLIC RECORDS FORM

Each Coos County Department has its own Records Custodian. The Coos County Public Records Form must be sent to the County Department that possesses the record(s) you wish to acquire.

Unless another address is provided below, the Public Records Form must be sent to:

ATTN: Records Custodian [insert name and address of County Department]

## **COOS COUNTY DEPARTMENT MAILING ADDRESSES**

Use this address for the following departments:

Coos County Courthouse 250 N. Baxter Street Coquille, OR 97423

- Assessor
- Board of Commissioners
- County Clerk & Elections
- County Counsel
- Crime Victims Assistance
- District Attorney
- Emergency Management
- Forestry/Land Agent
- Human Resources
- Information Technology
- Juvenile Department
- Maintenance
- Parks
- Planning
- Public Works Department
- Sheriff
- Solid Waste
- Surveyor
- Tax/Treasurer
- Veterans

Use this address for the following departments:

Coos Health and Wellness 281 Laclair Street Coos Bay, OR 97420

- Behavioral Health
   Coos Health & Wellness
   (formerly Mental Health)
- Coos Health and Wellness (formerly Health and Human Services)
- Health Promotion
   Coos Health & Wellness

Other County Addresses:

Coos County Fair PO Box 332 Myrtle Point, OR 97458

Community Corrections 155 North Adams, Suite B Coquille, OR 97423

Coos County Jail 200 E. 2<sup>nd</sup> Coquille, OR 97423

## COOS COUNTY'S RESPONSE TO RECORDS REQUEST

' -	:	
	The Department	received your Records Request on
	Mark one or more as appropriate:	
	_The Department does not posses	ss or is not the custodian of some or all of the reco
	requested. The following Depart	ment(s) may be the custodians of the records
	requested:	<u>.</u>
	_The Department has some or all	of the records and it is estimated that the fee will be
	\$ Please send the e	estimated fee as a deposit to
		Once the
	deposit is received, it will take ap	proximately days to process the request
	_The Department is uncertain whe	ether it possesses the records requested, and that
	will search for them and make ar	appropriate response as soon as practicable.
	_Some or all of the records reques	sted are exempt from disclosure under Oregon lav
	The law(s) that exempts disclosu	re of the record is
	State or federal law(s) prohibits a	acknowledging whether the record exists, or
	_	rd would result in loss in federal benefits or other
	8 8	pts acknowledgement of the record is
	carretione. The law(e) that exem	pto domiowioagoment el tilo recela le
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Records Custodian