

**COOS COUNTY
PUBLIC RECORDS FORM**

This form must be submitted to the appropriate Records Custodian at the address attached to this form.

Date: _____

Name: _____

Address: _____

Phone: _____

E-mail: _____

Have you contacted any other Coos County employee about this request?
_____ If yes, name of employee contacted _____

Information Requested:

Use the back of this sheet if more room is needed. Please attach any additional background information that will help County staff to locate requested records.

Fees

This fee list does not include all of the fees. For an updated fee list, visit

<http://www.co.coos.or.us>.

- 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 required for the research.
- Copies: \$.50 per page, for all departments except Clerk’s Office.
\$.25 per page for Clerk’s Office per ORS 205.320(4)(c).
- Audio: \$15.00 first tape or CD.
\$ 5.00 each additional tape or CD.

Please check how you would like to receive requested documents:

- _____ Inspection of Documents (Add staff time to supervise inspection, to compile records)
- _____ Pick Up (No additional charge)
- _____ Fax (Add \$1 plus \$.25 per page)
- _____ Mail (Add the cost of postage)

By signing this form, you agree to the following: I authorize the County to process my request for public records. If any material contained in this request is exempt from disclosure, I understand that the County will provide the reason for the exemption. I agree to pay the deposit estimated for the County to respond to this request. If the actual cost is above the amount of the deposit, I will pay any additional fees before the records are provided.

Signature: _____ 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 you wish to acquire.

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

Coos County Planning Department
Coos County Courthouse
250 N. Baxter
Coquille, OR 97423