



## 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**

Date: \_\_\_\_\_

Dear \_\_\_\_\_:

The \_\_\_\_\_ Department received your Records Request on \_\_\_\_\_.

*Mark one or more as appropriate:*

\_\_\_\_\_ The Department does not possess or is not the custodian of some or all of the records requested. The following Department(s) may be the custodians of the records requested: \_\_\_\_\_.

\_\_\_\_\_ The Department has some or all of the records and it is estimated that the fee will be \$\_\_\_\_\_. Please send the estimated fee as a deposit to \_\_\_\_\_ . Once the deposit is received, it will take approximately \_\_\_\_\_ days to process the request.

\_\_\_\_\_ The Department is uncertain whether it possesses the records requested, and that it will search for them and make an appropriate response as soon as practicable.

\_\_\_\_\_ Some or all of the records requested are exempt from disclosure under Oregon law. The law(s) that exempts disclosure of the record is \_\_\_\_\_ .

\_\_\_\_\_ State or federal law(s) prohibits acknowledging whether the record exists, or acknowledging whether the record would result in loss in federal benefits or other sanctions. The law(s) that exempts acknowledgement of the record is \_\_\_\_\_ .

Sincerely,

Records Custodian