## 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.

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 inc	lude all of the fees. For an updated fee list, visit <u>http://www.co.coos.or.us</u> .
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)
	inspection of Documents (Add stan time to supervise inspection, to complie records)

 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(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**