

BAKER COUNTY PUBLIC RECORDS REQUEST

REQUESTOR INFORMATION

DATE OF REQUEST _____

Name: _____

Mailing Address: _____

City, State, Zip: _____

E-mail Address: _____

Preferred Method of Contact: Mail Phone E-mail In-Person where records are kept

If available, do you wish to get a certified copy of the public records requested? (There is an additional charge of \$3.75 per document and \$.25-per page) Yes No

You may view documents in the Department/Office where records are kept or purchase copies of documents at \$.25 a page (B/W)

PUBLIC RECORD INFORMATION

Baker County Department/Office from which records are requested: _____

What type of records are you requesting? (e.g., annual report, meeting minutes, correspondence, etc.)
Be as specific as possible. (If you need more room, please attach additional sheets of paper.)

For what time frame? (July 2000 to present; most current; last two years, etc.)

Please provide any additional details that will aid in quickly locating the documents you are requesting.
(e.g., recording numbers; tax acct numbers; project name; owner's name; and/or parcel #/map I.D., etc)

NOTE: Public records are writings containing information relating to the conduct of the public's business ORS 192.311. There are numerous exceptions to the public records laws which allow a public body to refuse to disclose public records under ORS 192.501, 192.502, and other statutes. Public bodies are not required to explain or answer questions about their public records, nor are they required to create public records, where none exist. Public bodies are required to make available for inspection and copying, subject to any applicable exemptions, only those records that exist at the time of the request.

FEES for Administrative Research: \$25/hr FEES for Copies: \$.25/page
(Other fees may apply)

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Public records requests may be submitted directly to the Department from which documents are requested, or the Baker County Commissioners, 1995 3rd Street, Ste 101, Baker City, Oregon 97814. Your request will be forwarded to the appropriate Department.

INSTRUCTIONS:

The County may need approximately five business days to initially acknowledge the request. The first contact to the requestor will be to advise you of one or more of the following things:

- The date when the records can be reviewed or picked up;
- Whether the estimated costs will exceed \$25, and if so, the estimated total cost of fulfilling the request. The County may require additional time to calculate the estimated cost if the volume of the requested records is particularly large. Costs for fulfilling records requests must be prepaid before any further work is performed in completing the request. The requestor will have 60 days to pay the fee estimate before the request will be closed. ORS 192.329(3)
- Whether Baker County is or is not the custodian of the records requested, or that the County is unsure whether we are the custodian of the records.
- The request is unclear and clarification is needed. The requestor will have 60 days to contact the department to provide clarification before the request will be closed. ORS 192.329(4)
- The records request has been denied. If the County denies your request to review the public record(s), a written explanation of the reason for denial will be forwarded to the requestor within a reasonable amount of time, with instructions for review of the County's denial.

Within a reasonable amount of time, usually within 10 days after payment of estimated fees (if applicable), the County will:

- 1.) Provide instructions on how to inspect or access the requested records, or provide copies of the requested records; OR
- 2.) Give a statement that tells the requestor that the disclosure of the record is prohibited by law and give the statute prohibiting disclosure, or that the County is prohibited from acknowledging whether the record exists and cite the applicable statute; OR
- 3.) Let the requestor know that Baker County is still processing the request and give a reasonable estimate of the date for completion.

I HAVE READ AND AGREE TO COMPLY WITH THE ABOVE CONDITIONS, and further agree to pay the cost of fulfilling the Public Request according to the conditions set forth above. These costs may include the cost of locating records, reviewing records to redact exempt material, supervising the inspection of records, copying records, certifying records and mailing records.

SIGNATURE OF REQUESTOR

DATE

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STAFF USE ONLY

Response:

County does not possess or is not the custodian of requested records.

Copies of all requested, non-exempt records provided.

County has at least some of the requested records, time and fee estimate provided.

Estimate provided. Requestor accepted, records provided. Requestor declined.

Unknown whether County has any requested records, search required, response to follow.

Response provided. Records provided. Requestor declined.

Acknowledgment of record prohibited or restricted under State or Federal Law: _____
(list applicable law)

By: _____ Time Spent: _____

Number of Copies: _____ Fee Paid _____

Comments: