

# BAKER COUNTY PUBLIC RECORDS REQUEST

## REQUESTOR INFORMATION

DATE OF REQUEST \_\_\_\_\_

Request is for:  inspection of public records  copies of public records

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

eMail Address: \_\_\_\_\_

Preferred Method of Contact:  Mail  Phone  eMail

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

If able to come into the County Courthouse you may just view documents  or purchase copies of documents at \$ .25 a page

## PUBLIC RECORD INFORMATION

Baker County Department from which records are requested: \_\_\_\_\_

What type of records are you requesting? (e.g., annual report, meeting minutes, correspondence, etc.)  
Be 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 192.410. There are numerous exceptions to the public records laws which allow a public body to refuse to disclose public records, ORS 192.501, 192.502. 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 are Research \$25.00 an Hour Copies \$ .25 a page

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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 3<sup>rd</sup> Street, Ste 101, Baker City, Oregon 97814.

## INSTRUCTIONS:

The County may need approximately five business days to initially respond to your request. The first contact to the requestor will be to advise of the estimated costs involved in fulfilling your request, which must be prepaid before any further work is performed in completing the request. Once paid, the County will contact you to provide a date when the records can be reviewed or picked up or to advise that the request is being 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.

**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

### 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: