

**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.

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)
_____	Email (No additional charge)

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
- Community Development
- County Clerk & Elections
- County Counsel
- Crime Victims Assistance
- District Attorney's Office
- Emergency Management
- Forestry/Land Agent
- Human Resources
- Information Technology
- Juvenile Department
- Maintenance
- Parks
- 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. 2nd
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