

JEFFERSON COUNTY PUBLIC RECORDS REQUEST



ORS 192.420 grants each person the right to inspect the records of a public body (unless exempt from disclosure). County staff will contact you within five business days of receiving this request.

Date: _____ Daytime Phone: _____

Contact Name: _____ Alternate Phone: _____

Address: _____

Email Address: _____ Form of Response: ☐ Email ☐ Mail ☐ Pick up

This form must be submitted to: Kate Zemke

66 SE D Street, Suite C
Madras, OR 97741
541-475-4451

Description of records requested (please be as specific as possible, attach additional pages if necessary): _____

Fees:	Photocopies.....\$.25/page	Research Fee...\$40.00/hour/1/2 hour minimum
	Computer Prints.....\$.30/page	CD/USB Flashdrive.....\$25.00
	.025c per 100 Elector	\$25.00 Set-up Fee - Election Files

STAFF USE ONLY

Response within five business days:

- ☐ County is the custodian of requested records.
☐ County is not the custodian of the requested records.
☐ Uncertain whether County is the custodian of the requested records.

Response within ten business days:

- ☐ Requested records provided, response complete.
☐ County expects request to be completed no later than _____.
☐ Cost estimate exceeds \$25, awaiting confirmation.

By: _____ Comments: _____

Time spent: _____

Number of copies: _____ Fees paid: _____