

**COLUMBIA COUNTY  
PUBLIC RECORDS REQUEST  
[Standard Form]**

*[Enacted by Order No. 2 - 2005; amended by Order No. 56 - 2005]*

**REQUESTOR INFORMATION:**

Date of Request: \_\_\_\_\_

Request is for: ☐ inspection of public records ☐ hard copies of records ☐ digital copies of records

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

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

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

eMail Address: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Preferred Method of Contact: ☐ Mail ☐ Phone ☐ eMail

If available, do you wish to get a certified copy of the public records requested? [Please note that there will be additional charges for this service.] ☐ Yes ☐ No

**PUBLIC RECORD INFORMATION:**

Designate County Department from which records are requested \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

For what time frame? (July 1994 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., permit or application numbers; tax account numbers; project name; owner's name; property address, etc.)

NOTE: Public records are writings containing information relating to the conduct of the public's business. Writings include handwritten, typed, photographed, electronic or otherwise recorded words, letters, pictures, sounds, symbols or combinations of any of these mediums. 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.

**COST INFORMATION: [TO BE COMPLETED BY CUSTODIAN OF RECORDS]**

> Estimated Costs: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_  
> Requester notified of estimated costs on \_\_\_\_\_  
> Final Costs: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_

INSTRUCTIONS: The County may need five business days to initially respond to your request. The first contact from the Custodian of the Records 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 your request. No public record request will be processed absent prepayment of the estimated cost. Once paid, the Custodian will contact you 1) when the records you requested are ready for your review; or 2) to provide a date when the records can be reviewed or picked up; or 3) 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 you by the Custodian within a reasonable amount of time.

Full payment of the total amount of costs incurred is required before the public record(s) is/are inspected or copies are released. YOU WILL BE REQUIRED TO PAY THE COSTS OF PROCESSING YOUR PUBLIC RECORDS REQUEST EVEN IF NO RECORDS ARE FOUND, OR IF THE RECORDS ARE EXEMPT FROM DISCLOSURE.

Most records are available for public inspection but are Columbia County property. NOTHING CAN BE ALTERED, ADDED OR REMOVED FROM THESE RECORDS. Photographing documents or sending documents or data via electronic mail is not permitted. Allowing the inspection and/or copying of public records in the custody of Columbia County is not meant to waive or restrict any copyright, proprietary, confidentiality, privilege, exemption from disclosure, or other rights in said documents.

I HAVE READ AND AGREE TO COMPLY WITH THE ABOVE CONDITIONS. and further agree to pay the cost of fulfilling this Public Records Request according to the conditions set forth above and the Public Records Policy adopted by Order No. 56 - 2005, or any amendment thereto or revision thereof by the Board of County Commissioners. These costs may include the cost of locating records, reviewing records to delete exempt material, supervising the inspection of records, copying records, certifying records and mailing records, including the cost of searching for records regardless of whether staff was able to locate the requested records.

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[Signature of Requestor]

\_\_\_\_\_

[Date]

NOTES OF CUSTODIAN: \_\_\_\_\_

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