

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

In the Matter of Adopting a Public Records)
Policy and Exempting Specific Public Records)
From the Provisions of the Policy)
_____)

ORDER NO. 2 - 2005

WHEREAS, Columbia County has long recognized a need to establish a public records policy governing the County's response to public records requests; and

WHEREAS, to ensure that responses to all public records requests are achieved in an orderly, consistent and reasonable manner, the adoption of uniform policies and procedures is advisable; and

WHEREAS, staff and Department Heads have worked together to draft a Public Records Policy, a copy of which is attached hereto as Exhibit A and by this reference incorporated herein; and

WHEREAS, said Public Records Policy contains a provision whereby, subject to approval by the Board of County Commissioners, any Department Head may establish a separate Departmental policy to allow verbal or written requests to be made directly to the Department for public records maintained by the Department which are routinely requested by members of the public as part of the Department's regular work; and,

WHEREAS, directors of the following Departments have requested that certain, specific, documents be exempt from the Public Records Policy, allowing staff to respond immediately to regular requests for these specific documents:

1) **Commission on Children and Families.** Routine requests for contracts, accountability reports, comprehensive plans, guidelines and reports, financial reports, meeting minutes and agendas.

2) **Juvenile Department.** All juvenile department records as they pertain to youth and families.

3) **County Clerk's Office.** All duly recorded documents, marriage and animal control licenses.

4) **Department of Finance & Taxation.** All documents generated by the standard PIC system, including voter registration in electronic format and sales information, and tax account information.

5) **Department of Human Resources.** Documents a) requested from employees which are Human Resources related; b) related to background checks; c) requested from governmental agencies for comparison or example information; and d) requested from candidates for employment.

NOW, THEREFORE, IT IS HEREBY ORDERED as follows:

- 1) The Public Records Policy attached hereto as Exhibit A is hereby adopted.
- 2) Those specific documents set forth above shall be exempt from the Public Records Policy.

DATED this 19th day of January, 2005.

BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

By: _____

Chair

By: _____

Commissioner

By: _____

Commissioner

Approved as to form

By: John K. Byrd
Office of County Counsel

S:\COUNSEL\BOC\PUB RECORD ADOPTING.wpd

EXHIBIT A

COLUMBIA COUNTY PUBLIC RECORDS POLICY

I. PURPOSE:

Columbia County recognizes the right of the public to access certain public records maintained by the County in accordance with the Oregon Public Records Law. The County also recognizes that certain records maintained by the County are not public records or may be exempt from public disclosure and that a request to access public records may require a balancing of the right of the public to access the records, individual privacy rights, governmental interests, confidentiality issues and privilege issues. Additionally, when the County responds to requests to inspect or copy records, costs are incurred by the County. This policy is adopted to 1) balance these competing interests; 2) establish an orderly and consistent procedure for responding to requests to access public records; 3) protect requested records and prevent interference with the regular discharge of duties by County staff; 4) support the adoption of a fee schedule designed to reimburse the County for the actual costs incurred in responding to public records requests; and 5) inform the citizens of the procedures and guidelines that apply to such requests.

II. POLICY:

It is the policy of Columbia County to respond in an orderly, consistent and reasonable manner in accordance with the Oregon Public Records Law to requests to inspect or receive copies of public records maintained by Columbia County.

III. PUBLIC RECORDS:

The County is required to respond to public records requests by Oregon statute. The Federal Freedom of Information Act (FOIA) does not apply, nor do the time frames associated with FOIA. The County must respond to the request within a reasonable time. What is reasonable depends on the size and complexity of the request, available staff time and resources, and whether legal counsel needs to be consulted prior to disclosing requested information.

A public record is "any writing containing information relating to the conduct of the public's business, including but not limited to court records, mortgages, and deed records, prepared, owned, used or retained by a public body regardless of physical form or characteristics." ORS 192.410(4).

Any record or information that is handwritten, typed, photographed or otherwise recorded, such as letters, words, pictures, sounds, or symbols, and all papers, maps, files, facsimiles or electronic images or recordings may be a public record. Public bodies are not obligated to create new public records where none exists, or to disclose the reasoning behind the public body's actions. Many requests for information or knowledge are couched as public records requests. A public body does not have to provide knowledge or information, they only have to provide the opportunity to inspect and/or copy public records. If there is a physical object such as a record, letter, file, computer printout, map or other writing, it is likely a public record which can be disclosed unless it falls into one of the exemptions (see § IV, below). If the information doesn't exist in anything that can be obtained, then it is most likely not a request for a public record.

The County is obligated to provide public records in the format that they exist in. If requested public records are readable only with specific programs or computers, the County must make the program or computer available to view the records. If information exists in one format, such as audio tape, the County is not obligated to provide it in another format, such as a written transcript. Of course, the County may provide an alternative format such as a transcript if they wish and the Requestor is willing to incur the charges. This is not applicable to alternative formats to accommodate individuals with disabilities.

Many public records are exempt from disclosure, and most of the exemptions are contained in ORS 192.501 and 192.502. [See § IV, below.]

IV. PUBLIC RECORDS EXEMPT FROM DISCLOSURE:

A. SPECIFIC EXEMPTIONS. There are numerous public records which are exempt from disclosure. Many of these exemptions are set forth in ORS 192.501 and ORS 192.502. A few specific exemptions worth special notice are set forth below.

1. Personal Safety Exemption – ORS 192.445(1).
If an individual requests in writing that a public body not disclose the phone number or address of the individual, the public body is prohibited from disclosing the information if the safety of the individual or family member would be in danger.
2. Public Records Relating to Pending Litigation – ORS 192.501(1).
If a public body is involved in litigation, or if litigation is reasonably likely in the future, the public records relating to the litigation are exempt from disclosure.
3. Archeological Sites or Objects – ORS 192.501(11).
Information concerning the location of archeological sites or objects are exempt from disclosure, unless requested by the governing body of an affected Indian tribe.
4. Personnel Discipline Actions – ORS 192.501(12).
Public records of a discipline action or materials or documents supporting that action are exempt from disclosure.
5. Threatened or Endangered Species – ORS 192.501(13).
Certain information regarding the habitat, location or population of any threatened or endangered species is exempt from disclosure.
6. Personal Privacy Exemption – ORS 192.502(2).
Information of a personal nature, such as that kept in a medical or personal file, is exempt from disclosure if disclosure would be an unreasonable invasion of privacy, unless disclosure is in the public interest by clear and convincing evidence. Personal information includes home address, phone number, weight and age.
7. Public Employee Addresses, Dates of Birth and Telephone Numbers – ORS 192.502(3).
The addresses, dates of birth and phone numbers of public employees and volunteers which are maintained by the public body in personnel files are exempt from disclosure.
8. Confidential Information Submitted by Citizens – ORS 192.502(4).
Information submitted to a public body in confidence and not required to be submitted, where

the information should reasonably be considered confidential, and the public body has in good faith obliged itself to keep the information confidential, is exempt from disclosure.

9. Records Deemed Confidential or Privileged under federal or state laws or regulations – ORS 192.502(8) & (9).

Communications between the Office of County Counsel and a County Department or staff person are deemed to be privileged and confidential, and are exempt from disclosure.

10. Social Security Numbers.

No social security number should be disclosed without prior consultation with County Counsel. If a public record contains a social security number, the number should be blacked out prior to disclosure.

B. COPYRIGHTED MATERIAL

If the Department maintains records which contain copyrighted material, the Department should permit the Requestor to inspect the copyrighted material but should not make or allow someone else to make copies of the copyrighted material without the written consent of the copyright holder.

V. FEES:

The fee to be charged for providing records in response to a public records request will be in accordance with the fee schedule adopted by County which is in effect at the time the request is submitted to County. [See, Board of County Commissioners' Order Nos. 51-02, 15-2004, and amendments or successions thereto.] Such fee shall be reasonably calculated to reimburse County for its actual costs in making the records available and may include:

- A. Charges for the time spent by County staff or any County contractor to locate the requested public records, to review the records in order to determine whether any requested records are exempt from disclosure or do not constitute public records, to segregate exempt records, to supervise the requestor's inspection of original documents, to copy records, to certify records as true copies and to send records by special or overnight methods such as express mail or overnight delivery; and

- B. A per page charge for photocopies of requested records.

The County will prepare an estimate of the charges that will be incurred to respond to a public records request. Prepayment of the estimated charges is required before copying any of the requested records or making the records available for inspection or copying. If the actual costs incurred by County to respond to a records request are less than the amount of any required prepayment, the overpayment will be refunded promptly to the person or entity making the prepayment. If the actual costs incurred by County to respond to the request are more than the amount of the prepayment, County shall charge the requestor for all such additional costs.

Unless otherwise prohibited by law, County may, at County's discretion, furnish copies of requested records without charge or at a reduced fee if County determines that the waiver or reduction of fees is in the public interest.

VI. PROCEDURE:

The following procedures shall be followed in responding to requests to inspect or receive copies of public records maintained by Columbia County:

- A. CUSTODIAN OF THE RECORDS. The Secretary to the Board of County Commissioners is designated the Custodian of the Records ("Custodian") for all public records in the custody of the County regardless of which County Department the record may be found in. In her or his absence, the Paralegal in the Office of County Counsel shall serve as alternate Custodian.
- B. REQUEST IN WRITING. A request to inspect or obtain copies of a public record in the custody of the County must be made in writing. Persons are encouraged to use the standard Public Records Request Form (see Form A attached hereto) provided by the County, although other forms of written requests will be accepted if all the information required on the standard form is provided.
- C. EXEMPTION FROM COUNTY POLICY. Subject to approval by the Board of County Commissioners, any Department Head may establish a separate Departmental policy to allow verbal or written requests to be made direct to the Department for public records maintained by the Department *which are routinely requested by members of the public* as part of the Department's regular work. For instance, tax statements being requested by the property owner; applications for permits.
- D. DELIVERY OF WRITTEN REQUEST. The written request shall be delivered directly to the Custodian by the Requestor. Delivery can be in person, by mail, by facsimile or via electronic mail, and shall be directed to: The Custodian of the Records, Columbia County, 230 Strand, Room 331, St. Helens, OR 97051; 503.397.4322 (office); 503.397.7243 (fax); custodian@co.columbia.or.us.
- E. CUSTODIAN DUTIES.

1. Date stamp receipt of the written Request;
2. Attach a Staff Instruction Form, a form Denial Letter and a Final Cost Report (see, Forms B, C and D attached hereto) to the Request and immediately forward one copy to the appropriate Department and one copy to the Office of County Counsel (retain original in permanent record);
3. Contact Requestor within five business days to 1) advise of the estimated costs involved in fulfilling the request (the Department's designated staff person should forward that information to the Custodian within that time frame); or 2) that additional time is needed to locate the records and/or prepare the estimate; or 3) that the request to inspect the public record(s) is being denied as the record(s) is/are exempt from disclosure, and that a letter explaining the basis of the denial will be sent.

[Note: No further work should be spent on the request until these costs have been paid.]

4. Contact the designated staff person to advise that the estimated costs have been paid and that he/she should proceed to ready the public record(s) for inspection or to make copies. The original public record(s) or the copies should be forwarded to the Custodian along with a report of the final costs incurred in responding to the request. When the Final Cost Report is received, time spent by the Custodian should be added to arrive at the total cost.
5. Contact the Requestor and arrange for inspection of the original public record(s), or for

Requestor to pick up the copies, or to confirm the copies are to be mailed, and advise of the final cost which must be paid before inspection proceeds or the copies are handed over.

6. With the exception of documents from the Human Resources Department, if an inspection of original public record(s) occurs, the Custodian shall be present at all times to supervise the inspection and to ensure that no documents are removed, destroyed or otherwise tampered with. With regard to documents requested from the Human Resources Department, the Human Resources Director or his/her designee shall supervise the inspection.
7. If request was for certified copies, attach the Certification (see, Form E, attached) to the copies before releasing or mailing them.
8. If the request is being denied, the Custodian should prepare a written explanation of the denial (see, Form C, attached) based upon information provided by the Department Head and the Office of County Counsel, and shall forward the denial to the Requestor (see, § VI. Procedure, ¶ H., Denial, below).
9. The Custodian shall establish a system to monitor each step of the process in responding to each request to inspect public records(s) to insure that the Requestor is responded to within a reasonable time frame, and shall maintain a copy of each Request and corresponding records related to the County's response, including notes of each contact with the Requestor.

F. DEPARTMENTAL DUTIES.

1. The Department Head shall review the written Request received from the Custodian and designate one staff person to respond to the Request.
2. The designated staff person shall keep a record of his/her time spent in responding to the request and any applicable costs (see, §V., Fees, above).
3. The designated staff person shall conduct a review to determine what public records, if any, exist which are responsive to the request and to determine if any responsive records may be exempt from disclosure. The Department is not required to compile information or create documents related to the requested public record.
4. Once it is determined what responsive public records, if any, exist, the designated staff person should review the request and make an estimate of the expected costs in complying (see Staff Instructions / Estimate, Form B, attached), forwarding a copy of the estimate to the Custodian and the Office of County Counsel at the earliest opportunity. If this cannot be completed within four (4) business days, the Custodian should be advised.

[Note: No further work should be spent on the request until these costs have been paid.]

5. When the Custodian has advised that the estimated costs have been paid, the designated staff person should proceed to prepare the original public record(s) for inspection, or make the photocopy of the record(s) if copies have been requested.
6. The original public record(s), or the photocopies, if applicable, should be forwarded to the Custodian, along with a final report of costs incurred (see, Final Cost Report, Form D, attached).

G. PLACE AND TIME OF INSPECTION. County shall provide a reasonable opportunity for the inspection, examination or copying of requested public records which are not exempt from disclosure. Any inspection, examination or copying of requested records shall be take place in County offices during regular County business hours as determined by the Custodian.

H. DENIAL OF PUBLIC RECORDS REQUEST.

1. REVIEW BY COUNSEL. Should either the Department Head or the designated staff person suspect there to be public records involved which are, or may be, exempt from public disclosure, the Office of County Counsel should be advised and given an opportunity to review the records and make any redactions needed before the records are released for inspection or copying.
2. DENIAL. If the Department or Counsel denies a public record request, a written Denial of Request for Access to Public Record form (see, Form C, attached) should be completed and forwarded to the Custodian citing the statute which exempts the record(s) from disclosure and providing a brief explanation as to how the exemption applies to that particular record(s). A Petition to Review Denial of Request (see, Form F, attached) should be enclosed.
3. APPEAL. If a public record request is denied, the requestor may appeal the decision to the District Attorney with a copy to the Office of County Counsel (see, Form E, attached). A copy of the decision of the District Attorney should be forwarded to the Department Head and the Office of County Counsel. If the District Attorney determines that disclosure is appropriate, the Department can disclose the records or the County can challenge the District Attorney's decision in court.

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COLUMBIA COUNTY
PUBLIC RECORDS REQUEST
[Standard Form]

REQUESTOR INFORMATION:

Date of Request: _____

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

NOTE: 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. (See, Board of Commissioners Order No. 51-02.) 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 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 Order No. 51-02, or any amendment thereto or revision thereof, of 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.

[Signature of Requestor]

[Date]

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PUBLIC RECORDS REQUEST
STAFF INSTRUCTIONS, COST ESTIMATES
[For completion by Department Staff]

PRELIMINARY INQUIRIES

- ~ Is this a request for public records, as opposed to information? [For example, a record is something you could go find, such as a report, map, deed, letter, computer printout or file, and either obtain a copy or allow the requestor to view it. If no public record exists, we are not obligated to create one.] If this is a request for information, immediately advise the Custodian of the Records that no public records exist.
- ~ Does the request appear to request records which this Department maintains? If not, advise the Custodian that your Department maintains no such public records and, if known, where the records are believed to be maintained.
- ~ Is the request simple or complex? If it is complex, unusual or requests records which appear to be exempt from disclosure, the Office of County Counsel should be consulted.

ESTIMATE CHARGES

- A. \$ _____ Estimated cost to locate records, separate non-disclosable records, delete confidential information, make copies, certify copies, organize, tailor or compile records. [If request is expected to take 14 minutes or less, there is no charge.]
Estimated staff time: _____ hours X \$30.00 per hour = \$ _____
- B. \$ _____ Estimated cost for the Office of County Counsel to review request.
Estimated staff time: _____ hours X \$30.00 per hour = \$ _____
- C. \$ _____ *Estimated copies: _____ pages X 25¢ per page = \$ _____
* If only inspection of the public record(s) has been requested, an estimate of photocopy costs need not be made.
- D. \$ _____ Estimated certified copies: _____ documents X \$8 @ document = \$ _____
- E. \$ _____ Additional fees: (e.g., oversize copies, electronic records, audio tapes, certain finance/assessment/taxation/election documents) consult the current Columbia County fee schedule. Also special request fees, such as mailing public records to Requestor, add actual cost of mailing plus staff time.
- \$ _____ Total estimated charges for responding to public records request.

THIS AMOUNT MUST BE PAID PRIOR TO FURTHER PROCESSING THIS PUBLIC RECORDS REQUEST. ONCE RECORD CUSTODIAN HAS ADVISED PAYMENT HAS BEEN RECEIVED, REMEMBER TO TRACK ALL TIME AND EXPENSES INCURRED IN RESPONDING TO THE REQUEST (see, Final Costs, Form E), WHICH SHOULD BE DELIVERED TO THE CUSTODIAN WITH THE REQUESTED PUBLIC RECORD(S).

[Designated Department Staff]
S:\COUNSEL\BOC\PUB REC\FORMS\FORM B - STAFF INSTRUCT EST.wpd

[Date]

[When form completed, retain original and send copies to Custodian & Office of County Counsel]

COLUMBIA COUNTY



BOARD OF COMMISSIONERS

230 Strand Street, Rm 331, St. Helens, Oregon 97051-2096 *Ph: 503-397-4322*Fax 503-397-7243

Commissioner Anthony Hyde
Commissioner Joe Corsiglia
Commissioner Rita Bernhard
Jan Greenhalgh, Board Secretary

(hydet@co.columbia.or.us)
(corsigj@co.columbia.or.us)
(bernhar@co.columbia.or.us)
(greenhj@co.columbia.or.us)

January 18, 2005

DENIAL OF REQUEST FOR ACCESS TO PUBLIC RECORD

The County of Columbia has this date received the request of _____
_____ for access to one or more public record(s).

In response to this request, the County is refusing to allow inspection or copying of

_____ [identify public record(s)]. This material is being withheld pursuant to ORS
192.501 / 192.502 [circle one], paragraph _____.

A brief explanation of how this exemption applies is as follows: _____

_____.

This/these exemption(s) authorize withholding of all, or specific, portions of the public record. The public record to which access was requested is exempt from disclosure requirements. Therefore, the request for access to the above described record is denied.

CERTIFICATION

I certify that on the ____ day of _____, 2005, I hand delivered / mailed by certified mail, return receipt requested [circle one], to _____
_____ at _____, Oregon, the
Denial of Request for Access to a Public Record(s) on which this Certification appears.

Dated: _____, 2005.

Jan Greenhalgh, Custodian of the Records

Note: this decision can be appealed by filling out and delivering the enclosed Petition to Review Denial of Request to the Columbia County District Attorney.



OREGON

BOARD OF COMMISSIONERS

230 Strand Street, Rm 331, St. Helens, Oregon 97051-2096 *Ph: 503-397-4322 *Fax 503-397-7243

Commissioner Anthony Hyde
Commissioner Joe Corsiglia
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(hydet@co.columbia.or.us)
(corsigj@co.columbia.or.us)
(bernhar@co.columbia.or.us)
(greenhj@co.columbia.or.us)

CERTIFICATION

[True Copy(ies)]

I certify that

1) I have compared the attached / foregoing [circle one] _____

_____ [identify document(s)] consisting of _____ page(s) with the original in this office,

2) I am the Custodian of Records, and

3) The attached / foregoing [circle one] is a true and correct copy.

Dated at St. Helens, Oregon, this ____ day of _____, 2004.

Jan Greenhalgh, Custodian of Records

[Note: Certified copies must be provided upon demand, if the record is of a nature permitting such copying. This statement on a cover sheet or the last sheet of the copy constitutes a certification].

PUBLIC RECORDS REQUEST
FINAL COST REPORT
[For completion by Department Staff]

Final report of costs incurred in responding to request made by _____ to access public records:

- A. Cost to locate records, separate non-disclosable records, delete confidential information, make copies, certify copies, organize, tailor or compile records. [If request is expected to take 14 minutes or less, there is no charge.]

Department staff time: _____ hours X \$30.00 per hour = \$ _____

- B. Cost for the Office of County Counsel to review request.

Counsel staff time: _____ hours X \$30.00 per hour = \$ _____

- C. Actual number of copies made: _____ pages X .25¢ per page = \$ _____

- D. Costs for certified copies: _____ documents X \$8 @ document = \$ _____

- E. Additional fees: consult the current Columbia County fee schedule. (e.g., oversize copies, electronic records, audio tapes, certain finance/assessment/taxation/election documents). Also, special request fees, such as mailing public records to Requestor, add actual cost of mailing plus staff time. = \$ _____

- F. Cost for the Custodian of the Records to handle request.

Custodian time: _____ hours X \$30 per hour = \$ _____

TOTAL CHARGES FOR RESPONDING TO PUBLIC RECORDS REQUEST. \$ _____

THIS AMOUNT MUST BE PAID PRIOR TO INSPECTION OF THE REQUESTED PUBLIC RECORDS OR OBTAINING PHOTOCOPIES OF SAME.

[Designated Department Staff]

[Date]

S:\COUNSEL\BOC\PUB REC\FORMS\FORM E - FINAL COSTS.wpd

[When form completed, retain original and send copies to Custodian & Office of County Counsel]

PETITION TO REVIEW DENIAL OF REQUEST
FOR ACCESS TO PUBLIC RECORD(S)
UNDER ORS 192.450 & 192.460

TO: COLUMBIA COUNTY DISTRICT ATTORNEY

I (we), _____, the undersigned, request
the District Attorney of Columbia County to order Columbia County and its staff to make
available for inspection / produce a copy or copies of [circle one] the following records:

1) _____

_____ [name/description of record].

2) _____

_____ [name/description of record].

I (we) asked to inspect and/or copy these records on the _____ day of
_____, 2004, at the Columbia County Courthouse, 230 Strand, St. Helens, OR
97051. The request was denied by Jan Greenhalgh, Custodian of Records for Columbia
County, Oregon.

Dated this _____ day of _____, 2004.

(Signature)

(Signature)

(Address)

(Address)

(Phone Number)

(Phone Number)