



Request for Release of Public Record Information

LEGAL COUNSEL'S OFFICE

Name: _____

Date: _____

Organization: _____

Phone No: _____

Address: _____

I am requesting a copy of the information and documents indicated below. I agree to pay any reasonable copying and postage fees not to exceed _____. If the cost would be greater than this amount, please notify me.

Requestor's Signature: _____

Information Requested (Please be as specific as possible): _____

Accessing public records from Josephine County

Request Immediately Met.

When copies can be furnished immediately in the regular course of front counter business, the charge will be at the rate of 25 cents per copy, with a minimum charge of \$1. If you are requesting a CD, you can listen to it at no charge in the lobby; if you wish to purchase a CD, the cost is \$5. For the media, there will be no cost if the request can be met *within 15 minutes*, anything after that will be charged at the hourly rate of the staff person.

Requests Not Immediately Met.

Oregon Public Records Law (ORS 192.410 to 192.530) provides that the County may require the requestor to cover the cost of compiling records. The estimated time spent by the person or persons to research, summarize, compile, tailor the record for copying, monitor review of materials and make photo or electronic copies with a minimum of 30 minutes charged; charges shall be based upon the hourly rate of the staff person. If a citizen wishes to review the materials with no copies made—a charge for review or monitoring of materials may be assessed. If the charges are more than \$25, we will require a 100% deposit. If it is necessary to utilize outside resources to comply with the public records request, the actual cost will be charged. All e-mail requests are filled by the IT Department; a \$50 minimum deposit will be collected at the time of the request. The fee schedule is below:

Fees and Costs

Photocopies: \$0.25 cents/page, \$1.00 minimum

CD/Cassette: \$5.00 each

DVD \$10.00 each

Labor charges:

Managerial Staff: \$55.00 per hour

Professional Staff: \$45.00 per hour

Clerical Staff: \$32.00 per hour

Estimated cost for Public Records Request

Staff time: _____

Copying: _____

Total: _____

Deposit required: _____

Deposit paid date: _____