

Sherman County

500 Court Street
PO Box 243
Moro, Oregon 97039
541-565-3606 * Fax: 541-565-3771



PUBLIC RECORDS REQUEST

INSTRUCTIONS

To review or obtain copies of public records, complete the "Requestor Information" section of this form and return it to the address listed below. Department staff will respond, acknowledge receipt, and provide information about the status of the request and any fees associated with the request. Records will be sent after payment is received. Requests to inspect records must be made at least 5 business days in advance of the inspection.

REQUESTOR INFORMATION

Date: _____ Name: _____
Address (Street or PO Box): _____
City: _____ State: _____ ZIP: _____ Phone: _____ Fax: _____
E-mail: _____

I wish to make arrangements for an opportunity to inspect the records requested below:

I wish to receive copies of the records requested below:

Specific document(s) to be examined or copied (please include file number, if known):

Is this request related to a lawsuit in which Sherman County is a party, or a tort claim notice filed with the County?
Yes No

Signature

Date

Please note: This is NOT a guaranteed search.

Please return form to: Sherman County Clerk, PO Box 243, 500 Court Street, Moro OR 97039

FEES: See page 2 for fees.

Note: Fees must be paid before records are released. Total cost may vary according to specific request.

1. Staff time required to locate, produce, summarize, or otherwise provide records (this does not include making copies; labor is included in the fee for copying):
 - A. Information Services staff, \$25.00 per hour. If the estimated costs involved in fulfilling your request exceed \$25.00, the County will advise you of the revised cost estimate and require your approval before moving forward. Pre-payment of the estimated costs may be required before taking further action on your request.
 - B. Full payment of the total amount of cost incurred is required before the copies are released.
 - C. Payment shall be in the form of cash or credit/debit card. For credit and debit cards a convenience fee in the amount of \$2.00 or 2.5% applies, whichever is less.
 - D. Actual attorney fees charged to the department for the cost of time spent by an attorney in reviewing the actual records, redacting material from the public records, or segregating the public records into exempt and nonexempt records.

There is a one hour minimum charge for all staff time for each request received.

2. Photocopies/microfilm copies are charged as follows: Per record located a \$3.75 document location fee and .25 cents per copy (this includes labor). ORS 205.320
3. Audio Tape or CD cost is equal to approved county clerk's fee schedule (includes staff time).
Copy of County Clerk Fee Schedule attached.
4. Certified document: \$7.75 plus .25 per page
5. Other items that can be included in the cost of a copy:
 - * Shipping charges (including postage).
 - * Cost of fax transmission if long distance.
 - * Printing costs.
 - * Actual cost of any other supplies or services necessary to furnish the material.
 - * External processing charges, actual charges for the job.