

RECORDS REQUEST FORM

Section A -Requester Information

NAME OF REQUESTING INDIVIDUAL		TITLE
PHONE	FAX	E-MAIL
FIRM OR TRADE NAME		
MAILING ADDRESS		
CITY	STATE	ZIP

Section B -Records(s) Requested

Describe the record you are requesting. Please be as specific as possible and include enough detail to assist Lane County staff in locating the record(s). For multiple records, attach additional pages.

DESCRIPTION OF RECORDS REQUESTED

Section C -Format of Records(s)

Please specify the preferred format of record(s). Not all options are available within the Departments.

- Paper copy
 Electronic Media
 Visual Inspection Only

By signing below I certify that the information IS true and correct to the best of my knowledge.

SIGNATURE OF REQUESTING INDIVIDUAL	DATE
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----- Lane County Staff Use Only -----

Date request received _____ by _____

Estimate status An estimate of \$ _____ was provided on _____ by _____	Request Status <input type="checkbox"/> Authorization to Proceed <input type="checkbox"/> Request Withdrawn <input type="checkbox"/> Information provided and request completed <input type="checkbox"/> Information not provided – law excludes information requested <input type="checkbox"/> Other _____	Payment Status Amount received \$ _____ <input checked="" type="checkbox"/> Cash <input type="checkbox"/> check <input type="checkbox"/> Other _____
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**HOW TO REQUEST A PUBLIC RECORD
Procedure (LM 2.163):**

1. Requester submits completed Public Record Request (Page of 1 this form) to the appropriate address below. Please try to be specific about the public record(s) you are seeking. Asking for “any and all” documents relating to a particular subject or document can require a substantial investment of time and/or lead to a vast number of responsive documents. This can lead to substantial cost for the individual requesting the public record(s).

2. Lane County will respond to the requester acknowledging the request and include one of the following statements:

~Lane County is in possession of the records you have requested. The charge for these records is \$_____, calculated as follows:

- a. Staff time (calculated by hourly rate; plus 2.5%)
- b. Copies (black and white) = \$0.25 per page
- c. Copies (color) = \$1.50 per page
- d. Copies (11 x 17 in black and white) = \$1.50 per page
- e. Copying or Recording information to a CD = \$10.00 per CD
- f. Copy of Annual Budget (per copy) = \$35.00

~ Lane County does not possess, or is not the custodian of, the records you have requested.

~Some or all of the records you have requested are exempt from disclosure under Oregon Public Records Law. (ORS 192.410 to 192.505).

~ Lane County is the custodian of at least some of the records you have requested. We estimate it will take approximately _____ days before the public records may be inspected or copies of the records can be provided. We estimate that the cost of researching and copying the requested records is \$ _____, calculated as follows:

- a. Staff time (calculated by hourly rate; plus 2.5%)
- b. Copies (black and white) = \$0.25 per page
- c. Copies (color) = \$1.50 per page
- d. Copies (11 x 17 in black and white) = \$1.50 per page
- e. Copying or Recording information to a CD = \$10.00 per CD
- f. Copy of Annual Budget (per copy) = \$35.00

~ Lane County is the custodian of at least some of the records you have requested. An estimate of when these records can be disclosed, and an estimate of required fees, will be provided to you within a reasonable time.

~ Lane County is uncertain whether the records you have requested are possessed by Lane County. Lane County staff will search for these records and provide you with additional information on your request within a reasonable time.

~ State or Federal law prohibits Lane County from acknowledging whether the record exists or that acknowledging whether the record exists would result in the loss of federal benefits or other sanctions.

3. If the estimated cost of locating, assembling, copying and reviewing the requested documents is less than \$25, the department may proceed with such work. The requestor must arrange payment of the balance due prior to receipt of the requested documents.

4. If the estimated cost exceeds \$25, Lane County must provide an estimate to the requestor and stop any work on the request until payment is received in the estimated amount. If the requestor chooses to pay the estimated amount, work will be done in a reasonable amount of time. If the time and resources spent on the request are less than the paid amount, a refund will be provided. If the time and resources spent on the request exceed the estimated amount, the documents will be provided upon receipt of balance due.

5. Lane County shall locate and assemble the record(s) requested, eliminating any records which are exempt from disclosure (ORS 192.410 to 192.505). Lane County shall charge a reasonable fee for the location, assemblage, copying, and review of the records as allowed under ORS 192.440.

Submit Requests to:

Lane County Public Records
c/o Lane County Counsel
125 East 8th Avenue
Eugene, OR 97401
publicrecords@lanecountyor.gov
(541) 682-6417

In the alternative, requests may be made to the Department Head for the Department that has custody and control of the requested records. Requests made to the wrong department may take longer to respond to as they will need to be routed to the correct department. Names of Department Heads and contact information are available on the County's website.