

WALLOWA COUNTY
Public Information/Records Request Form

“Public Information” is defined in Oregon Revised Statute 192.410 – 192.500 and in the Oregon Attorney General’s Public Meetings and Records Manual. The sources referenced also list several limited circumstances under which a public body may decline to release certain information. Because the identity and motive of the person seeking disclosure of a particular public record may be relevant in determining whether a record is exempt from mandatory disclosure under a conditional exemption or may be subject to a waiver of relevant fees, **please provide the following information:**

Requestor’s Identity:

Name: _____ Date of Request: _____
Address: _____ City: _____
State: _____ Zip: _____ Telephone: _____

Signature of Requestor

Requested Information/Records: Please give a brief statement describing the requested information/records. Be specific enough for the County to determine the nature, content and probable department where the record you request may be located.

Purpose of Request: Please give a brief statement as to the purpose of your request.

All requests for inspection or copies of County records shall be submitted to the County Clerk for forwarding to the appropriate department. Wallowa County’s response will be pursuant to the Wallowa County Public Records Request Policy. A copy of the policy is attached for your review, including the relevant fee schedule. In most cases there will be a fee charged for providing this service. Payment of the fee must be received prior to the release of the requested materials or the availability for inspection. The appropriate department will advise you of the fee required for your request.

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Date Request Received: _____ Number of Copies: _____ @ \$ _____ each \$ _____

Staff Time: _____ hours @ \$ _____ per hour \$ _____

Other Charges _____ \$ _____

TOTAL DUE \$ _____

- Please note there will be a \$25.00 fee for returned checks