



PUBLIC RECORDS REQUEST FORM

Oregon Public Records Law grants each person the right to inspect the records of a public body (unless exempt from disclosure).

REQUESTOR INFORMATION:

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

Name: _____

Mailing Address: _____

City, State, Zip: _____

Email Address: _____ Daytime Phone: _____

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 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 works, letters, pictures, sounds, symbols or combinations of any of these mediums. ORS 192.311. There are numerous exceptions to the public records laws which allow a public body to decline to disclose public records. ORS 192.345, 192.355. 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.

STAFF USE ONLY:

Response within **five business days:**

County is the custodian of requested records.

County is not the custodian of the requested records.

Uncertain whether County is the custodian of the requested records.

Response within **ten business days:**

Requested records provided or exemption described, response complete.

County expects request to be completed no later than _____; provided in writing.

Cost estimate provided exceeds \$25, awaiting confirmation.

By: _____ Time spent: _____

Number of copies: _____ Fees paid: _____

Comments: _____

All public records requests must be submitted in writing using this form, and submitted directly to the Benton County Counsel's office by email pr@bentoncountyor.gov or by mail or in-person to Benton County Counsel's Office, 4500 SW Research Way, Corvallis OR 97333. If you have questions, please email pr@bentoncountyor.gov.