



Public Records Request

Please submit this form to (Insert County Public Records Officer contact information):

Unless the records are immediately available, a form will be sent to you indicating what records are available. Pursuant to ORS 192.440, a public body may charge reasonable fees to make records available as well as reproduction charges, if applicable. You will be provided a written estimate if the cost may exceed \$25.00. All fees or deposits must be paid prior to accessing the records.

Name:

Phone:

Address:

City, State, Zip Code:

Email:

NOTE: State and federal law prohibits disclosure of certain records and permits certain public records to be withheld from disclosure.

Records Requested: *Describe the records as specifically as possible, including relevant dates, subject matter and type of record.*

Washington County's Public Records Policy and Fee Schedule are available at:

<http://www.co.washington.or.us/CAO/PoliciesRules/>

Persons with disabilities may be entitled to have records transferred to an accessible format at no extra charge.