



## KLAMATH COUNTY 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).

**Requested By:** *(Person/Organization)*

Name (Printed): \_\_\_\_\_ Daytime Phone: \_\_\_\_\_  
 Date: \_\_\_\_\_ Alt. # Cell/Fax: \_\_\_\_\_  
 Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Form of Response: E-mail \_\_\_ Mail \_\_\_ Fax \_\_\_

**Requested From:** *(Department)*

Department: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_

**This form must be submitted to the custodial department (see back of form):**

Please specify the preferred format of record(s). Not all options available from all Departments.  
 Electronic Media \_\_\_ Paper Copy \_\_\_ Visual Inspection Only \_\_\_

Description of records requested. Please be as specific as possible. Attach additional pages if necessary): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Fees:** *Payment is to be made in advance unless prior arrangements are made.*

**Klamath County may require up to seven (7) business days to comply with any request.**

- Research Fee..... Hourly staff rate + overhead (35%)  
 (if more than 15 minutes staff time will be required)
- Photocopies ..... \$ 0.25 / page\*
- Audio CD..... \$ 3.00\*
- Video DVD..... \$ 3.00\*
- Electronic format records may be provided at **no cost**, if less than 15 min. staff time is involved\*
- \*Unless superseded by a specific departmentally adopted fee schedule.

If the request involves research prior to giving an estimate of the costs, and it is determined that the costs will exceed \$25.00, the custodial department shall prepare an estimate and contact the requestor to receive approval/denial to proceed with the records request.

**Requestor Signature:** \_\_\_\_\_

**STAFF USE ONLY**

Response:

\_\_\_ County does not possess or is not the custodian of requested records.

\_\_\_ Copies of all requested, non-exempt records provided.

\_\_\_ County has at least some of the requested records.

\_\_\_ Acknowledgment of record prohibited or restricted under State or Federal Law: \_\_\_\_\_.

(list applicable law(s))

Completed: Initial / Date

Fees for Services			
Description	Rate	Quantity	Cost
Photocopies	\$0.25		
CD's	\$3.00		
DVD's	\$3.00		
Staff Time			
Overhead (35%)			
<b>Total Charges</b>			

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## KLAMATH COUNTY DEPARTMENT LIST

### **ANIMAL CONTROL**

4250 Washburn Way  
Klamath Falls, OR 97603  
Phone: 541-882-1279  
Fax: 541-883-5106

### **COMMISSIONERS**

305 Main Street, 2<sup>nd</sup> Floor  
Klamath Falls, OR 97601  
Phone: 541-883-5100  
Fax: 541-883-5163

### **COUNTY COUNSEL**

305 Main Street, 2<sup>nd</sup> Floor  
Klamath Falls, OR 97601  
Phone: 541-883-4267  
Fax: 541-883-4270

### **EMERGENCY MGMT**

5170 Summers Lane  
Klamath Falls, OR 97603  
Phone: 541-851-3741  
Fax: 541-885-7182

### **FINANCE**

305 Main Street, 2<sup>nd</sup> Floor  
Klamath Falls, OR 97601  
Phone: 541-883-4202  
Fax: 541-883-5165

### **JUSTICE COURT**

6500 So. 6<sup>th</sup> Street  
Klamath Falls, OR 97601  
Phone: 541-884-1864  
Fax: 541-884-6964

### **MAINTENANCE (BUILDING)**

3900 Miller Street  
Klamath Falls, OR 97603  
Phone: 541-883-4598  
Fax: 541-885-3794

### **PUBLIC HEALTH**

3314 Vandenberg Road  
Klamath Falls, OR 97603  
Phone: 541-882-8846  
Fax: 541-885-3638

### **SURVEYOR**

305 Main Street, 2<sup>nd</sup> Floor  
Klamath Falls, OR 97601  
Phone: 541-883-4696  
Fax: 541-882-3046

### **VETERANS SERVICES**

3328 Vandenberg Rd.  
Klamath Falls, OR 97601  
Phone: 541-883-4274  
Fax: 541-885-2440

### **ASSESSOR**

305 Main Street  
Klamath Falls, OR 97601  
Phone: 541-883-5111  
Fax: 541-885-6757

### **COMMUNITY CORRECTIONS**

3203 Vandenberg Road  
Klamath Falls, OR 97603  
Phone: 541-880-5500  
Fax: 541-880-5513

### **DEVELOPMENTAL DISABILITIES**

3328 Vandenberg  
Klamath Falls, OR 97603  
Phone: 541-885-2435  
Fax: 541-885-3709

### **EXTENSION / EXPERIMENT STATION**

6923 Washburn Way  
Klamath Falls, OR 97603  
Phone: 541-883-7131  
Fax: 541-883-4582

### **HUMAN RESOURCES/ RISK MANAGEMENT**

305 Main Street, 2<sup>nd</sup> Floor  
Klamath Falls, OR 97601  
Phone: 541-883-4296  
Fax: 541-883-4270

### **JUVENILE DEPARTMENT**

3331 Vandenberg Road  
Klamath Falls, OR 97603  
Phone: 541-884-4167  
Fax: 541-885-6755

### **MUSEUM**

1451 Main Street  
Klamath Falls, OR 97601  
Phone: 541-883-4208  
Fax: 541-883-5170

### **PUBLIC WORKS**

305 Main Street, 2<sup>nd</sup> Floor  
Klamath Falls, OR 97601  
Phone: 541-883-4696  
Fax: 541-882-3046

### **TAX COLLECTOR**

305 Main Street  
Klamath Falls, OR 97601  
Phone: 541-883-4297  
Fax: 541-883-5165

### **CLERK**

305 Main Street  
Klamath Falls, OR 97601  
Phone: 541-883-5134  
Fax: 541-885-6757

### **COMMUNITY DEV. DEPT.**

(Bldg., Plan., On-Site, Solid Waste)  
305 Main Street  
Klamath Falls, OR 97601  
Phone: 541-883-5121  
Fax: 541-885-3644

### **DISTRICT ATTORNEY**

316 Main Street  
Klamath Falls, OR 97601  
Phone: 541-883-5147  
Fax: 541-883-5107

### **FAIRGROUNDS**

3531 So. 6<sup>th</sup> Street  
Klamath Falls, OR 97603  
Phone: 541-883-3796  
Fax: 541-883-3798

### **INFORMATION TECHNOLOGY**

316 Main Street, RM 20  
Klamath Falls, OR 97601  
Phone: 541-883-5142  
Fax: 541-885-3797

### **LIBRARY**

126 So. 3<sup>rd</sup> Street  
Klamath Falls, OR 97601  
Phone: 541-882-8894  
Fax: 541-882-6166

### **PROPERTY SALES**

305 Main Street  
Klamath Falls, OR 97601  
Phone: 541-885-3323  
Fax: 541-882-3046

### **SHERIFF**

3300 Vandenberg Road  
Klamath Falls, OR 97603  
Phone: 541-883-5130  
Fax: 541-883-4271

### **TREASURER**

305 Main Street, 2<sup>nd</sup> Floor  
Klamath Falls, OR 97601  
Phone: 541-851-2140  
Fax: 541-883-5165