



KLAMATH COUNTY ON-SITE 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: Klamath County On-Site Sanitation Division
Address: 305 Main St, 1st Floor
Klamath Falls, OR 97601

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. You may qualify for a fee waiver. Request form # BOCC0012 Public Records - Fee Waiver)

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

Onsite Research Fee \$1.00
(if more than 15 minutes staff time will be required hourly staff rate + overhead 35%)

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*Unless superseded by a specific departmentally adopted fee schedule.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: _____

Fees for Services				Comments: _____ _____ _____ _____ _____ _____ _____
Description	Rate	Quantity	Cost	
Photocopies	\$0.25			
CD's	\$3.00			
DVD's	\$3.00			
Staff Time				
Overhead (35%)				
Total Charges				