

**DOUGLAS COUNTY  
PUBLIC RECORDS REQUEST**

<u>REQUESTOR INFORMATION:</u>		Date of Request: _____
Request is for:	inspection of public records	copies of public records
Name: _____		
Mailing Address: _____		
City, State, Zip: _____		
eMail Address: _____		Daytime Phone: _____
Preferred Method of Contact:	Mail	Phone      eMail
If available, do you wish to get a certified copy of the public records requested? [Please note that there will be additional charges for this service.]      Yes      No		

<u>PUBLIC RECORD INFORMATION:</u>
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 1994 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.) _____
<b>NOTE:</b> Public records are writings containing information relating to the conduct of the public's business. Writings include handwritten, typed, photographed, electronic or otherwise recorded words, letters, pictures, sounds, symbols or combinations of any of these mediums. ORS 192.410. There are numerous exceptions to the public records laws which allow a public body to refuse to disclose public records. ORS 192.501, 192.502. Public bodies are not required to explain or answer questions about their public records, nor are they required to create public records where none exist. 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.

**Public records requests may be submitted directly to the Department from which documents are requested, or to the Office of County Counsel, 1036 SE Douglas Street, Room 321, Roseburg, Oregon 97470.**