

**Hood River County**  
601 State Street  
Hood River OR 97031  
541-386-3970  
lynetta.hickman@hoodrivercounty.gov  
[administration@hoodrivercounty.gov](mailto:administration@hoodrivercounty.gov)



## PUBLIC RECORDS REQUEST

### INSTRUCTIONS

To review or obtain copies of public records, complete the "Requestor Information" section of this form and return it to the address listed below. Department staff will respond, acknowledge receipt, and provide information about the status of the request and any fees associated with the request. Records will be sent after payment is received. Requests to inspect records must be made at least 7 working days in advance of the inspection.

### REQUESTOR INFORMATION

Date:	<input type="text"/>	Name:	<input type="text"/>						
Address (Street or PO Box):	<input type="text"/>								
City:	<input type="text"/>	State:	<input type="text"/>	ZIP:	<input type="text"/>	Phone:	<input type="text"/>	Fax:	<input type="text"/>
E-mail:	<input type="text"/>								

- I wish to make arrangements for an opportunity to inspect the records requested below:
- I wish to receive the requested information below in electronic format.
- I wish to receive copies of the records requested below:

Specific document(s) to be examined or copied (please include file number, if known):

Is this request related to a lawsuit in which Hood River County is a party, or a tort claim notice filed with the County?

Yes  No

Signature

Date

**Please return form to: Hood River County Administration, 601 State Street, Hood River OR 97031**

**FEES:** See Current County Fee Schedule (v1.1.23) for fees.

**Note:** Fees must be paid before records are released. Total cost may vary according to specific request.

1. Staff time required to locate, produce, summarize, or otherwise provide records (this does not include making copies; labor is included in the fee for copying):
  - A. See the *County Fee Schedule v1.1.23* (attached)
  - B. Actual attorney fees charged to the department for the cost of time spent by an attorney in reviewing the actual records, redacting material from the public records, or segregating the public records into exempt and nonexempt records.

There is a one-hour minimum charge for all staff time for each request received.

2. Photocopies/microfilm copies are charged at 25 cents per copy (this includes labor) unless otherwise stated in the County Fee Schedule.
3. Video Tape, Audio Tape or CD cost is equal to approved county fee schedule (includes staff time).
4. Certified document: Copy Cost plus \$1.75 per certification unless otherwise stated in the *County Fee Schedule v1.1.23*
5. Other items that can be included in the cost of a copy:
  - \* Shipping charges (including postage).
  - \* Cost of fax transmission if long distance.
  - \* Printing costs.
  - \* Actual cost of any other supplies or services necessary to furnish the material.
  - \* External processing charges, actual charges for the job.