



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. 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.

- 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- *Unless superseded by a specific departmentally adopted fee schedule.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: _____ Completed: Initial / Date _____

___ 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))

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

Comments: _____

KLAMATH COUNTY DEPARTMENT LIST

ANIMAL CONTROL

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

COMMISSION ON CHILDREN & FAMILIES

403 Pine Street, 3rd Floor
Klamath Falls, OR 97601
Phone: 541-883-5117
Fax: 541-885-3336

COMMUNITY DEV. DEPT.

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

EMERGENCY MGMT

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

FINANCE

305 Main Street
Klamath Falls, OR 97601
Phone: 541-883-4202
Fax: 541-883-5165

JUSTICE COURT

6500 So. 6th 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

PROPERTY SALES

305 Main Street, 2nd Floor
Klamath Falls, OR 97601
Phone: 541-885-3323
Fax: 541-882-3046

SHERIFF'S OFFICE

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

TREASURER

305 Main Street
Klamath Falls, OR 97601
Phone: 541-851-2140
Fax: 541-883-5165

ASSESSOR'S OFFICE

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

COMMISSIONER'S OFFICE

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

COUNTY COUNSEL

305 Main Street, 2nd Floor
Klamath Falls, OR 97601
Phone: 541-883-4267
Fax: 541-883-4180

EXTENSION / EXPERIMENT STATION

3328 Vandenberg Road
Klamath Falls, OR 97603
Phone: 541-883-7131
Fax: 541-883-4582

HUMAN RESOURCES/ RISK MANAGEMENT

305 Main Street, 2nd 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

MENTAL HEALTH

3314 Vandenberg Road
Klamath Falls, OR 97601
Phone: 541-882-7291
Fax: 541-883-4213

PUBLIC HEALTH

403 Pine Street
Klamath Falls, OR 97601
Phone: 541-882-8846
Fax: 541-885-3638

SURVEYOR

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

VETERANS SERVICES

123 North 4th Street
Klamath Falls, OR 97601
Phone: 541-883-4274
Fax: 541-885-2440

CLERK

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

COMMUNITY CORRECTIONS

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

DISTRICT ATTORNEY

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

FAIRGROUNDS

3531 So. 6th 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. 3rd Street
Klamath Falls, OR 97601
Phone: 541-882-8894
Fax: 541-882-6166

MUSEUM

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

PUBLIC WORKS

305 Main Street, 2nd Fl.
Klamath Falls, OR 97601
Phone: 541-883-4696
Fax: 541-882-3046

TAX COLLECTOR

305 Main Street; RM 121
Klamath Falls, OR 97601
Phone: 541-883-4297
Fax: 541-883-5165

WATERMASTER

5170 Summers Lane
Klamath Falls, OR 97603
Phone: 541-883-4182
Fax: 541-885-3324