



# PUBLIC RECORDS REQUEST

Linn County District Attorney | 300 SW 4<sup>th</sup> St Rm 100, Albany, OR 97321 | PO Box 100, Albany, OR 97321

**Notice:** Public Records laws are addressed in Oregon Revised Statutes (ORS). Fees are listed at the bottom of this form. Prepayment and confirmation to proceed will be required for requests that exceed \$25.

### Requestor information:

Name:	Email:
Phone:	Mailing address:
Fax:	City: State: Zip:

Describe the information/records you are requesting. Be specific enough so that we will be able to determine the nature and content of the records. Provide specific dates and use additional pages if necessary.

### FOR STAFF USE

1. Received	2. Mandatory Acknowledgment	3. Information/Clarification	4. Fees
<b>Date:</b>	<b>Date:</b>	<b>Date Requested:</b>	<b>Date Notified:</b>
<b>PRR Lead:</b>	<b>Method:</b> <input type="checkbox"/> Copy of form <input type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/> Fax	<b>Date Received:</b>	<b>Date Paid:</b> <b>Total Fees:</b>
5-day count begins:	10-day count begins:	10-day count stops while waiting for response; restarts when received*	10-day count stops while waiting for payment; restarts when received*
*if no response is received within 60 days, the Public Records Request is closed.			
5. Completed			
Completed by:	Date completed:	Send a copy of this form to	
<b>Mandatory Acknowledgment Statement per ORS 192.324 (2) (a-c):</b>			
Dear Requestor, Thank you for your Public Records Request. The District Attorney's Office:			
<input type="checkbox"/> holds the records the records you've requested. <input type="checkbox"/> does not hold the records you've requested. <input type="checkbox"/> is not certain whether it holds the records you've requested.			

### Linn County District Attorney Public Records Fee Schedule

- Public records copies = \$1.50 per page
- Hourly rate to process public records requests = \$80/per hour