

CLACKAMAS COUNTY
BUILDING CODES DIVISION
Public Records Research Request

Date: _____

Site Address: _____

Township _____ Range _____ Section _____ Tax Lot _____

Property Owner's Name: _____

Permit Number(s): _____

Information Requested: _____

In order to maintain a consistent county procedure to respond to citizen and media requests for public records, this procedure shall apply to all public record requests received in writing, by phone or in person. This procedure does not apply to requests for county records protected from disclosure by court order, municipal, state or federal law. All single-page, one-sided copies (letter, legal or 11x17) may be charged at the rate of \$1.00 for the first page and 10 cents for each additional page. This fee applies to all records except those for which a previous fee schedule has been established by law. County staff time and materials used to comply with requests for records or to summarize or tailor records to meet a specific request, will be charged at the actual cost to the county for employee time and materials, or at a minimum charge of \$20.00 per hour.

Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

Research Comments: _____

Number of Copies: _____ Fee: _____

Number of Hours: _____ Fee: _____ TOTAL: _____