## Malheur County Public Records Request Form

This Public Records Request Form must be completed and submitted to Malheur County ("County") to inspect or obtain copies of County's public records (as defined under ORS 192.311 - 192.431). Persons interested in making a public records request are advised to review County's public records request policy (Resolution No. R23-04). You may contact the County if you have any questions or concerns regarding this form or the public records request process.

A.	<u>Requester Ir</u>	nformation .				
Nam	e of Requesting	Individual:				
Maili	ng Address:	•				
City:			State:	Zip:		
Telephone No.: Facsimile N				).:Email:		
в.	<u> Ŕecord(s) Re</u>	<u>equested</u>				
publi the r	c record(s) requ	record(s) you are reques uested, including the dat c record(s) as may be ne	tes, subject matter, ar	nd such other informat	tion concerning	
	Purpose of I	Records Request				
-	<u> </u>	ef statement as to the p	urpose of your public	records request.		
D.	Receiving Re	ecord(s)				
publ	c record(s), if a	elivery/inspection date of pplicable. County does wallable by your desired	not guaranty that the	requested public reco	•	
ls	would like to vi	ew/inspect the record(s)	on		·	
13	would like to re	ceive copies of the requ				
	Mail	Facsimile	Will pick-up	Email		

I have received and reviewed County's fee schedule (initial)										
I understand that I will not receive the requested public record(s) unless and until I have paid the fees estimated by County for providing the requested public record(s). If the estimated fees exceed County's actual cost, the overpayment will be refunded to me. I will pay additional fees to the extent the estimated fees are less than the actual expenses incurred by County (initial)										
Signature:		<del></del>	Date:							
	Fo	or County Use C	Only							
Date Request Received:	<u> </u>			Time:	\					
Estimated Fees:										
Request Approved – red										
□ Telephone	□ Mail	□ Fax	□ Email	□ In-Person						
Request Forwarded to (	County's Attorney	For Review – fo	orwarded on:	by:						
Request Denied – reque	ester notified on:		by:							
□ Telephone	□ Mail	□ Fax	□ Email	□ In-Person						
Reason for Denial:										
County does not	t maintain record	(s) Other:_								
Notes:				<del> </del>						
<del></del>	<del></del>									
		<del></del>	·							
	<u>-</u>			<del>.</del>						
			<u> </u>							
		<u> </u>								
	<del></del>			<del> </del>						
			<u> </u>							
Request filled by:			ate:	Fees:						