

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. Requester Information

Name of Requesting Individual: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone No.: _____ Facsimile No.: _____ Email: _____

B. Record(s) Requested

Describe the public record(s) you are requesting. Please provide a sufficiently detailed description of the public record(s) requested, including the dates, subject matter, and such other information concerning the requested public record(s) as may be necessary to enable County personnel to search for and locate the public record(s).

C. Purpose of Records Request

Please provide a brief statement as to the purpose of your public records request.

D. Receiving Record(s)

Please specify the delivery/inspection date desired and preferred method of receiving the requested public record(s), if applicable. County does not guaranty that the requested public record(s) will be delivered or made available by your desired delivery/inspection date.

I would like to view/inspect the record(s) on _____.

I would like to receive copies of the requested public record(s) not later than _____ by:

Mail

Facsimile

Will pick-up

Email

