



RECEIVED
JUL 30 2024
JO CO - PLANNING

Public Records Request

Community Development

Email: planning@josephinecounty.gov

(541) 474-5421

STAFF USE ONLY:

File Name: _____

Name: James Cook

Date: 7-30-24

Organization: _____

Phone No: 541-425-1400

Address: 9427 S. Bank Pistal River Rd, Brookings, OR 97415

Email Address: crookvouchconst@gmail.com Requested Form of Response: ☒ Email ☐ Mail ☐ Fax

I am requesting a copy of the information and documents indicated below. I agree to pay any reasonable fees not to exceed \$ 500. If the cost would be greater than this amount, please notify me.

Requestor's Signature: [Signature]

Description of records requested (please be as specific as possible): All on-site septic permits, reports, all documents, repair permits, etc. for 38-14-31 TL 100, 38-14-7800, 38-14-8200, 39-14-1600, 39-14-1500, 39-14-1450

Accessing public records from Josephine County

Requests Immediately Met.

When the request can be met within 15 minutes, there will be no cost for labor; the copy charge will be at the rate of 25 cents per copy, with a minimum charge of \$1.00.

Requests Not Immediately Met.

Oregon Public Records Law (ORS 192.311 to 192.478) provides that the County may require the requestor to cover the cost of compiling records. The estimated time spent by the person or persons to research, summarize, compile, tailor the record for copying, monitor review of materials and make photo or electronic copies with a minimum of 30 minutes charged; charges shall be based upon the hourly rate of the staff person. If a citizen wishes to review the materials with no copies made a charge for review or monitoring of materials may be assessed. If the charges are more than \$25, we will require a 100% deposit. If it is necessary to utilize outside resources to comply with the public records request, the actual cost will be charged.

Fees:

Photocopies: \$0.25 per page, \$1.00 minimum
CD \$5.00 each
DVD: \$10.00 each

Labor Charges: Managerial Staff: \$55.00 per hour
Professional Staff: \$45.00 per hour
Clerical staff: \$32.00 per hour

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Response:

☐ 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, time and fee estimate provided.

☐ Estimate provided (_____ Estimated Amount) ☐ Requestor accepted; records provided ☐ Requestor declined

☐ Unknown whether County has any requested records, search required response to follow.

☐ Response provided ☐ Records provided ☐ Requestor declined

Acknowledgment of record prohibited or restricted under State or Federal Law: _____

By: _____ Time Spent: _____ Number of Copies: _____ Fees Paid: _____

Comments: _____