



KLAMATH COUNTY SHERIFF'S OFFICE PUBLIC RECORDS REQUEST FORM



Oregon Public Records Law grants each person the right to inspect the records of a public body (unless exempt from disclosure per ORS 192.355)

Requested By: (Person/Organization)

Name (Printed): _____ Phone: _____
 Address: _____ Alt Phone: _____
 Email Address: _____ Date of Request: _____
 Case # if known: _____ Date of Incident: _____
 Involvement in case: _____
 Reason for request: _____

Specific detailed description of records requested: _____

How would you like to receive your request? *Email _____ Mail _____ Pick Up _____
 (*Video and pictures cannot be emailed)

Fees

- Reports..... \$10.00 each (If research involved exceeds 30min hourly staff rates will apply)
- Photographs..... \$20.00 per disc
- Video \$50.00 minimum – quote to be provided based on individual request
- Video fee breakdown:
- Upload.... \$19.00
- Redaction...\$1.00 per each video minute of review
- Hourly staff rates apply

Due to fees incurred internally for video upload, review and redaction, a \$50 deposit will be required for all video requests prior to request being processed. A quote will be provided to requestor prior to processing to approve/deny total fee.

*** Please allow up to 7 business days to process any request ***

Requestor Signature: _____ Date: _____

Response:

___ KCSO does not possess or is not the custodian of the requested records ___ Copies provided
 ___ KCSO has some of the records ___ Release not authorized under ORS 192.355

Fees for Services				Comments: _____
Description	Rate	Quantity	Cost	
Report				_____
Photograph				_____
Video				_____
Download	\$19			_____
Redaction	\$1	minute		_____
Staff Rate				_____
Total Charges				_____