



Public Records Request

Please submit this form to:

Clatsop County
County Manager's Office
800 Exchange Street
Astoria, OR 97103

Unless the records are immediately available, a form will be sent to you indicating what records are available. Pursuant to ORS 192.440, a public body may charge reasonable fees to make records available as well as reproduction charges, if applicable. You will be provided a written estimate if the cost may exceed \$25.00. All fees or deposits must be paid prior to accessing the records.

Name: _____ Phone: _____

Address: _____

City, State, Zip Code: _____

Email: _____

NOTE: State and federal law prohibits disclosure of certain records and permits certain public records to be withheld from disclosure.

Records Requested: *Describe the records as specifically as possible, including relevant dates, subject matter and type of record.*

Attached please find Clatsop County's Public Records Policy, including fee schedule.

Persons with disabilities may be entitled to have record transferred to an accessible format at no extra charge.