



# KLAMATH COUNTY COMMUNITY DEVELOPMENT DEPARTMENT

Building Division, Planning Division, Code Enforcement, On-Site Sanitation, Parks and Solid Waste Division

305 Main Street, Klamath Falls, OR 97601  
(541)883-5121 – Fax (541)885-3644

## KLAMATH COUNTY PUBLIC RECORDS REQUEST

This request form shall be used by any person requesting to view and/or copy any records within Klamath County.

1. The labor rate involved with compiling, summarizing or tailoring a document for copying is based on the employee's current wage schedule, plus an overhead cost per employee at the rate of 35%. (This is only applicable for requests requiring 15 minutes or more).
2. Photocopies will be \$0.25 per copy to cover material costs.
3. Copies of audiotapes of meetings are \$10.00 per tape.
4. Copies of videotapes of meetings are \$20.00 per tape.
5. Payment is to be made IN ADVANCE.

**Klamath County may require up to five (5) business days to comply with any request.**

NAME:

ADDRESS:

CITY:

STATE:

ZIP:

PHONE:

REPRESENTING:

Describe records to be viewed/copied:

### FOR DEPARTMENT USE ONLY

Request Approved By: \_\_\_\_\_ Date Request Received: \_\_\_\_\_

Cost Estimate: \_\_\_\_\_ Disapproved – Reason: \_\_\_\_\_

\_\_\_\_\_ Date Request Completed: \_\_\_\_\_ Time Spent: \_\_\_\_\_

Fees collected (please itemize): \_\_\_\_\_ Number of copies made: \_\_\_\_\_