



SHERIFF

CROOK COUNTY

"PEOPLE SERVING PEOPLE"

Sheriff John Gautney

Oregon Public Records Law grants each person the right to inspect the records of a public body, unless exempt from disclosure. Sheriff's office staff will contact you within 5 business days of receiving this request.

Date: _____ Daytime Phone: _____

Contact Name: _____ Alternate Phone: _____

Address: _____

Email Address: _____ Form of Response: _____ Email _____ Mail to address above

DESCRIPTION AND TIMEFRAME OF PUBLIC RECORDS REQUESTED:

(include as much detail as possible, i.e., case number, date, location, type of document, etc)

Fees for responding to public records requests are calculated in the following manner:

Criminal Report fee	\$10.00 per case for up to 50 pages + \$0.25 per page thereafter	Returned/NSF checks	\$25.00
Faxes	\$2.50 for up to 10 pages	Black/White copies	\$.25 per page
Electronic media	\$10.00 per disk	Color Copies	\$.75 per page
Records Research	\$25.00 per hour		

- o Actual cost will be charged for delivery of records such as postage and courier fees.
- o If processing fees are estimated to exceed \$25.00, prepayment will be required before taking further action on a request.
- o Cash or check only. Please make checks payable to "Crook County Sheriff's Office" or "CCSO".

STAFF USE ONLY

- ___ 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.
 ___ Requestor accepted, records provided. ___ Requestor declined.
- ___ County has at least some of the requested records, time and fee estimate will be provided.
 ___ Estimate provided. ___ Requestor accepted, records provided. ___ Requestor declined.
- ___ Unknown whether County has any requested records, search required, response to follow.
 ___ Response provided. ___ Records provided. ___ Requestor declined.
- ___ Acknowledgement of record prohibited or restricted under State or Federal Law:(see attached Records Release Exemption Letter)

By: _____ Comments: _____

Time spent: _____

Number of copies: _____

Fees paid: _____

308 NE 2nd St, Prineville, OR 97754

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