



**Wasco County Planning Department**  
*"Service, Sustainability & Solutions"*  
 2705 East Second St. • The Dalles, OR 97058  
 (541) 506-2560 • wcplanning@co.wasco.or.us  
 www.co.wasco.or.us/planning

# PUBLIC RECORD REQUEST

**FEE:** \_\_\_\_\_

**Date Received:** \_\_\_\_\_ **Staff Initials:** \_\_\_\_\_

**CONTACT INFORMATION**

**Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Alt. Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**DETAILED REQUEST**

Fees are established by Ordinance #13-003, approved by the Wasco County Board of Commissioners on June 26, 2013. Labor and material costs will be **paid in advance**. If Wasco County is unable to determine a final cost at the outset, then a deposit will be required based on an estimated cost. If the deposit exceeds the cost of the request, the remainder will be refunded. Electronic copies will be provided via email unless otherwise requested, no email is provided, or the file size of the attachment is too large.

Requested records **will be provided within 30 days** from the date the request is received. Please Note: If the requested record does not exist, Wasco County is under no obligation to create it.

**FEES**

- Photocopies: \$0.25/page (\$1.00/page for 11x17" or larger)
- Electronic copies: \$0.25/page
- Research Fee: \$40.00/hour (with one hour minimum)
- Compact Discs: \$15.00/disc
- Postage: Cost

**RECORDS REQUESTED**

Please describe the records you are requesting. Include any applicable file number(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- Electronic Copy       Photocopy       Postal Mail       Pick-Up

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_