



# JACKSON COUNTY

Oregon

## PUBLIC RECORDS REQUEST

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

Date: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Form of Response:  Email  Mail  Fax

**This form must be submitted to the custodial department (to complete this section, see page 2 for contact information):**

Name of Department: \_\_\_\_\_  
ATTN: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

I want to:  View Documents  Purchase Copies of Documents

Description of records requested (please be as specific as possible, attach additional pages if necessary):

\_\_\_\_\_  
\_\_\_\_\_

If this request is for property records please list **Property Address and/or Parcel # / Map ID:**

\_\_\_\_\_

Fees: (See the Jackson County Fee Schedule for more information under County/Fees at [www.co.jackson.or.us](http://www.co.jackson.or.us))  
Photocopies.....\$ .55 1st page \$ .15 page after      Email/Fax - County Doc.....\$ 1.20 /up to 5 pages  
Computer Print screen .....\$ .25 1st page \$ .15 page after      Research Fee..... Cost + Overhead  
CD- Hearing/Meeting .....\$ 27.00      Returned/NSF checks..... \$ 31.00  
Video Tape Copy.....\$ 17.00  
Flash Drive.....Cost + Overhead

### STAFF USE ONLY

Response:

- 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.  
 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.
- Acknowledgment of record prohibited or restricted under State or Federal Law: \_\_\_\_\_  
(list applicable law(s))

By: \_\_\_\_\_ Comments: \_\_\_\_\_  
Time Spent: \_\_\_\_\_  
Number of Copies: \_\_\_\_\_  
Fees Paid: \_\_\_\_\_

## JACKSON COUNTY DEPARTMENTS

### AIRPORT

ATTN: Amber Judd  
1000 Terminal Loop Pkwy #201  
Medford OR 97504  
juddaj@jacksoncounty.org  
Phone: (541) 776-7222  
Fax: (541) 776-7223

### ASSESSOR

ATTN: Melissa Cuddie  
10 South Oakdale, Room 300  
Medford OR 97501  
CuddieMS@jacksoncounty.org  
Phone: (541) 774-6059  
Fax: (541) 774-6701

### BOARD OF COMMISSIONERS

ATTN: Linda Strickland  
10 South Oakdale, Room 214  
Medford OR 97501  
BoC-CAO\_Admin@jacksoncounty.org  
Phone: (541) 774-6116  
Fax: (541) 774-6705

### COMMUNITY JUSTICE

ATTN: Crickett Hanna  
1101 West Main St, Suite 101  
Medford OR 97501  
hannacf@jacksoncounty.org  
Phone: (541) 774-4973  
Fax: (541) 774-4942

### COUNTY ADMINISTRATION

ATTN: Linda Strickland  
10 South Oakdale, Room 214  
Medford OR 97501  
BoC-CAO\_Admin@jacksoncounty.org  
Phone: (541) 774-6035  
Fax: (541) 774-6705

### COUNTY CLERK

ATTN: Chris Walker  
10 South Oakdale, Room 114  
Medford OR 97501  
elections@jacksoncounty.org  
recording@jacksoncounty.org  
Phone: (541) 774-6152  
Fax: (541) 774-6714

### COUNTY COUNSEL

ATTN: Amanda Nunez  
10 South Oakdale, Room 214  
Medford OR 97501  
nunezam@jacksoncounty.org  
Phone: (541) 774-6160  
Fax: (541) 774-6722

### DEVELOPMENT SERVICES

ATTN: Patty Guida  
10 South Oakdale, Room 100  
Medford OR 97501  
guidapa@jacksoncounty.org  
Phone: (541) 774-6900  
Fax: (541) 774-6791

### DISTRICT ATTORNEY

ATTN: Christina Walruff  
815 West 10<sup>th</sup> Street  
Medford OR 97501  
DAAdmin@jacksoncounty.org  
Phone: (541) 774-8181  
Fax: (541) 608-2982

### FAIRGROUNDS & EXPO PARK

ATTN: Helen Baker  
P. O. Box 3635  
Central Point OR 97502  
expoinfo@attheexpo.com  
Phone: (541) 774-8274  
Fax: (541) 776-7270

### FINANCE

ATTN: Michelle Wickham  
10 South Oakdale, Room 314  
Medford OR 97501  
WickhaMC@jacksoncounty.org  
Phone: (541) 774-6539  
Fax: (541) 774-6740

### HEALTH & HUMAN SERVICES

ATTN: Rochelle Scott  
140 S Holly St  
Medford OR 97501  
ScottRS@jacksoncounty.org  
Phone: (541) 774-8240  
Fax: (541) 774-7980

### HUMAN RESOURCES

ATTN: Kristine Kopta  
10 South Oakdale, Room 200  
Medford, OR 97501  
HR@jacksoncounty.org  
Phone: (541) 774-6036  
Fax: (541) 774-6455

### INFORMATION TECHNOLOGY

ATTN: Elys Lance  
10 South Oakdale, Room 402  
Medford OR 97501  
lanceet@jacksoncounty.org  
Phone: (541) 774-6498  
Fax: (541) 774-6775

### JACKSON COUNTY JUSTICE COURT

ATTN: Dawn Dell  
505 Oak St  
Central Point OR 97502  
DellDM@jacksoncounty.org  
Phone: (541) 774-1286  
Fax: (541) 774-1288

### ROADS & PARKS

ATTN: Jennifer Drake  
200 Antelope Road  
White City OR 97503  
DrakeJM@jacksoncounty.org  
Phone: (541) 774-8184  
Fax: (541) 774-6295

### SHERIFF

ATTN: Walter Haussner  
5179 Crater Lake Hwy  
Central Point OR 97502  
criminalrecords@jacksoncounty.org  
Phone: (541) 774-6800  
Fax: (541) 776-7699

### SURVEYOR

ATTN: Patty Birdsong  
10 South Oakdale, Room 318  
Medford OR 97501  
surveyor@jacksoncounty.org  
Phone: (541) 774-6191