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 Communication: ___Email ___Mail ___Phone

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 in Person ___Purchase Copies of Documents

Form of Delivery of Documents: ___Email ___Mail ___Pick up in Person (Cost will vary slightly depending on selected form(s) of delivery)

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)
Photocopies/Printscreen...$ .55 1st page $.15 page after ____________________________
CD- Hearing/Meeting........$ 30.00 ____________________________
CD/DVD............................$ 19.00 ____________________________
Flash Drive....................Cost + Overhead ____________________________

email/Fax - County Doc........$ 1.50 / up to 5 pages ____________________________
Research Fee................. Cost + Overhead (1/4 hr Min) ____________________________
Returned/NSF checks......... $ 35.00 ____________________________

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: Traci Carrier
1000 Terminal Loop Pkwy #201
Medford OR 97504
CarrieCD@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
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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
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NunezAM@jacksoncounty.org
Phone: (541) 774-6160
Fax: (541) 774-6722

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

DISTRICT ATTORNEY
ATTN: Christina Walruff
815 West 10th 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: Trina Patterson
10 South Oakdale, Room 314
Medford OR 97501
PatterTM@jacksoncounty.org
Phone: (541) 774-6524
Fax: (541) 774-6740

HEALTH & HUMAN SERVICES
ATTN: Brenda Barker
140 S Holly St
Medford OR 97501
BarkerBL@jacksoncounty.org
Phone: (541) 774-8240
Fax: (541) 774-7980

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

INFORMATION TECHNOLOGY
ATTN: Mark Decker
10 South Oakdale, Room 402
Medford OR 97501
ITRecordsRequest@jacksoncountyor.gov
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
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surveyor@jacksoncounty.org
Phone: (541) 774-6191