



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 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 Email/Fax - County Doc.....\$ 1.50 / up to 5 pages
CD- Hearing/Meeting\$ 30.00 Research Fee..... Cost + Overhead (1/4 hr Min)
CD/DVD\$ 19.00 Returned/NSF checks..... \$ 35.00
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: 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
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 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
DellIDM@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