

## PUBLIC RECORDS REQUEST POLICY – DOUGLAS COUNTY FAIRGROUNDS

As of May 2018, the Douglas County Public Affairs Office has taken over the management and processing of all public records requests for Douglas County Government Offices, with the exception of the Douglas County Sheriff's Office.

Fairgrounds Office was notified by Douglas County Public Affairs of the following procedure regarding requests for public records:

1. All requests for Douglas County Fairgrounds records or documents must be submitted in writing using our prepared public records request form available on the Douglas County website at:  
<https://douglascounty-oregon.us/529/Public-Records-Request>  
<https://douglascounty-oregon.us/DocumentCenter/View/4401/Public-Records-Request-Form-PDF>
2. All requests must be emailed, mailed or delivered to the Douglas County Public Affairs Office.  
Douglas County Public Affairs  
Attention: Public Records Requests  
Douglas County Courthouse  
1036 SE Douglas Avenue, Room 320  
Roseburg, Oregon 97470  
[dcinfo@co.douglas.or.us](mailto:dcinfo@co.douglas.or.us)
3. Douglas County Public Affairs will process and provide correspondence with the county office(s) and the requestor regarding the request.
4. Douglas County Public Affairs will determine if a fee will be assessed, if the request needs more information or if the documents are not subject to a public records request per ORS 192.
5. Douglas County Public Affairs will send the request to County Counsel if legal matters need to be reviewed.
6. If the request is straight forward and does not need review or a fee assessed, then the Douglas County Public Affairs Office will email the documents to the requestor, if applicable. If the files need to be picked up, printed or mailed the could be an additional fee assessed. All fees must be paid prior to release of documents or review.
7. If requestor wishes to review the documents in-person, the request must be paid in advance and a Fairgrounds staff person must be present at all times to observe.
8. Each county department has a written fee schedule for public records requests and for Fairgrounds requests that exceed our 15 minute policy, the requesting party will be charged the employee's hourly wage, (minimum of one hour) to be paid prior to review and release of documents.
9. A copy of the County Policy on Public Records Requests and frequently asked questions can be found on the County website at: <https://douglascounty-oregon.us/529/Public-Records-Request>
10. If you have questions about public records requests, please contact the Dougals County Public Affairs Office at (541) 957-4896 or (541) 440-4493 or by email at: [dcinfo@co.douglas.or.us](mailto:dcinfo@co.douglas.or.us).