

NORCOR CORRECTIONS

“Integrity, Teamwork & Excellence”



PUBLIC RECORDS REQUEST

Request may be submitted in person, by mail, fax or by e-mail. Please submit this form to NORCOR Administration 201 Webber Street, The Dalles, OR 97058. e-mail: inquiries@norcor.co.wasco.or.us, Phone: 541-298-1576, Fax: 541-298-1082.

Date of Request:

Name: Date of Birth:

Address: Telephone:

e-mail Address: Fax:

Date/Time of Incident: Case Number:

Type/Nature of Incident:

Location of Incident:

Additional Information on requested records (a detailed description must be provided to allow the public body to search for and identify/retrieve the requested records):

- I wish to receive copies of the requested records.
- I wish to receive the photos/video involved in the above listed incident.
- I wish to receive copies of medical records.

Requester's Signature:

Pursuant to ORS 192.440 & ORS 192.563, a public body may charge reasonable fees to make records available as well as reproduction charges, if applicable. You will be provided a written estimate if the cost may exceed \$30.00. All fees or deposits must be paid prior to accessing the records. The NORCOR Corrections fee schedule outlines costs for specific records as follows:

- Labor Charges (10 or fewer pages):.....\$30.00
- Black & White copies: (pages 11-50).....\$0.50 per page
(pages 51+).....\$0.25 per page
- Photos or DVD/Video:.....\$20.00

All other documents (other than public) must be requested through the DA's office.

DO NOT WRITE BELOW THIS LINE--NORCOR STAFF USE ONLY

Date Records Request Received: By: