

# Union County Public Records Request Form

Submit this completed request to Union County Administrative Office by mail at 1106 K Avenue, La Grande, OR 97850, fax at 541-963-1079, or email at [sburgess@union-county.org](mailto:sburgess@union-county.org)

Please fill out each field in the form below to request public records from Union County.

**Requester Name:** \_\_\_\_\_ **Date of Request:** \_\_\_\_\_

**Organization Name (if applicable):** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

\_\_\_\_\_  
*City* *State* *ZIP Code*

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Provide a detailed description of the documents you are requesting:**

**I request that the documents be provided in the following format:**

- I wish to arrange an opportunity to personally inspect the requested records.
- I wish to receive a hard (paper) copy of the requested records.
- I would like to have these records provided to me in electronic format.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Your signature indicates that you understand that Union County will acknowledge receipt of your request within five days, and respond to your request as soon as practicable. You understand that there may be costs related to this request based on the fee structure adopted by the Union County in Court Order 2021-19, and you are aware that you will be notified by staff if any fees need to be paid in order to complete your request.*