



**CONFEDERATED TRIBES OF
COOS, LOWER UMPQUA AND SIUSLAW INDIANS
TRIBAL GOVERNMENT OFFICES**

1245 Fulton Ave. • Coos Bay, OR 97420 • (541)888-9577 • 1-888-280-0726
General Office Fax: (541) 888-2853 • Administration Fax: (541) 888-0302

PUBLIC RECORDS REQUEST FORM

For information regarding requests for Tribal Records, please see CLUSITC Chapter 1-6 Public Records and the Tribes' Public Records Policy regulate. To make a public records request, please complete this form and return it to Stephanie Matthews, Acting Tribal Administrator.

First & Last Name

Date of Request

Address

Phone Number

Requested Information – Please give a brief statement describing the requested information or records. In order to facilitate the access of Tribal members to Tribal Records and to avoid unnecessary expenditure of staff time, please provide the dates, subject matter, and such other detail as may be necessary to enable the Tribal Administrator to readily locate the records sought.

Signature of Requester

Please return this completed form to:

Alexis Barry
Tribal Administrator
1245 Fulton Avenue
Coos Bay, OR 97420
abarry@ctclusi.org

FEE SCHEDULE FOR PUBLIC RECORDS REQUEST

In order to recover its costs for responding to public records requests, the following fees shall be established:

- a. Copies of Public Records. Copies of public records shall be \$.25 per page for standard, letter-sized copies in black and white and \$1.00 per page for standard, letter-sized copies in color. The first 5 standard, letter-sized pages in black and white shall be provided free of copy charges.
- b. Copies of Sound Recordings. Copies of sound recordings shall be \$15.00 per copy.
- c. Copies of Video Recordings. Copies of video recordings shall be \$25.00 per copy.
- d. Copy of Police Investigative Report. Copies of police reports shall be \$20.00 up to 15 pages and \$1.00 for each additional page.
- e. Maps and other Non-Standard Documents. Per copy actual printing cost.
- f. Certified Copy. An additional \$2.00 per page shall be charged in addition to the regular printing cost of the record.
- g. For records not listed in this policy, the Tribal Administrator shall decide the fee.
- h. Staff time. \$75 per hour.