

Public Records Request

Oregon International Port of Coos Bay

Name: _____ Date: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Email: _____

Detailed Description of Requested Record(s):

(If more room is needed, please attach additional pages describing the records requested):

The Port will respond to your request within the time provided by Oregon Law. The Port may charge a fee for responding to your records request and will advise you of the fee to be charged at the time the Port acknowledges your records request.

I have read and agree to comply with the above conditions, and further agree to pay the costs associated with fulfilling my Public Records Request, which may include the cost of searching for records, reviewing the records to redact exempt materials, supervising any on-site inspection of records, copying records, certifying records if requested, and mailing records. I agree to pay a maximum of \$25.00 to the Port to fulfill my Public Records Request unless the Port advises me of the estimated cost and I approve such cost.

Signature of Requester

This form may be submitted in person, by e-mail, mail or fax to:

Oregon International Port of Coos Bay
c/o Records Manager
Office/Mail:
125 W. Central Ave., Suite 300
Coos Bay, OR 97420-0311

Email: portcoos@portofcoosbay.com
Fax: 541-269-1475

Public Records Fee Schedule

Oregon International Port of Coos Bay

Effective July 1, 2026

SECTION 1: COPIES

A. Photo/print copies – Black and White	\$.25	per page
B. Photo/print copies – Color	\$.75	per page
C. Fax	\$1	per page
D. Scan to PDF	\$.25	per page
E. Digital files copied to Digital Media	\$5	per CD / Flash Drive

SECTION 2: MAILED COPIES

A. Up to two pages	\$5	
a) More than two pages	\$5	plus additional postage fee
B. Digital file copied to Digital Media	\$10	

SECTION 3: LABOR

A. Port staff labor charge	Current hourly rate, as listed in the Port of Coos Bay Rate Schedule, per hour/15-minute increments
B. Legal counsel labor charge	Current hourly rate charged to Port