

POLICE PUBLIC RECORDS REQUEST



City of Silverton
Police Department
306 S Water Street
Silverton, OR 97381
Phone: 503-873-5326
Fax: 503-873-7452
www.silverton.or.us

Date:			
Name:		Address:	
Home Phone:		Cell Phone:	
		Email:	

Information/Public Record Being Requested: (Be specific, including dates, the subject matter, and other details to assist in locating the record sought)

Fees for Police Public Records Requests

Copies:	
8.5 x 11	.15 per page
11 x 17	.30 per page
8.5 x 11 color	.30 per page
11 x 17 color	.60 per page
Photo Paper	additional .60 per page
Nonstandard Document	actual reproduction cost
Police Report	10.00 ≤ 10 pgs; .10 ea. addtl pg
Electronic:	
CD/DVD	5.00 each
Electronic Searches/Server	\$5 - CD/DVD; \$100/hr. research fee (min. 1 hr.)
Research Fees:	
Up to 30 min	reproduction cost only
30 min and over	reproduction cost + staff time

Do you want the records mailed or will you pick them up?

☐ Mail

☐ Pick Up

REQUESTOR TO READ AND SIGN UPON SUBMITTING REQUEST

I understand that every person has a right to inspect any public record of a public body in this state, except as otherwise expressly provided by ORS 192.501 to 192.505. Further, I understand that fees will be charged to reimburse the City of its actual cost in making the records available. Such calculation may include staff time, costs for summarizing, compiling, or tailoring a record to meet my request. Copies of large documents may be taken to a commercial copy business. For those documents, the fee will be actual cost plus staff time. I hereby request the City of Silverton Records Officer produce, as best to their ability, the records specified above. Payment in advance is required for charges estimated to be over \$10.00.

Signature of Requestor

INFORMATION BELOW TO BE COMPLETED BY CITY STAFF ONLY

Date request was received:

This request was referred to the...

Date copy of request form was sent as acknowledgment:

Date Records were sent:

Fee Total:

This Records Request...

☐ Was completed on (date): _____

☐ Was referred to the City Attorney on (date): _____

☐ Will require more time to process. (Estimated completion date): _____

☐ Will exceed \$10 so will require prepayment. (Estimated amount): _____

☐ Was unable to be completed because the City is not in possession of the records.

☐ Was unable to be completed because the records are exempt under state or federal law.

☐ Other: _____