

Public Records Request and Discovery

West Linn Police Department
1800 8th Avenue
West Linn, OR 97068
503.655.6214



Submit request to: WL Police Department, Fax: 503.656.0319 or E-mail: wlpdrecords@westlinnoregon.gov

Name:

Address:

City/State/Zip:

Phone:

E-mail:

Preferred method of contact: Mail Phone E-mail

Please describe the purpose of your request, to the extent known and with as much detail as possible; include Case number, Date of Incident, and Name of Parties Involved: *(Attach additional sheet if needed)*

1st 20 pages \$ \$5.00 - additional 8.5 x 11 \$ 0.25 8.5 x 14 \$ 0.30 11 x 17 \$ 0.35 per page

Records Research Fee: Staff hourly wage + benefits

Please check how you would like to receive the requested documents:

Review at Police Department Pick UP Email US Mail

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 provided by ORS 192.496 to 192.505. I understand that the documents or records requested may not be immediately available for my review and that I may need to make an appointment to review the documents or records. I acknowledge that there may be a cost for the research time to retrieve the requested records and costs for duplication of requested documents. If research time is required, I understand I will be notified of the estimated cost prior to retrieving the documents or records. I also understand that prepayment for research time and copies may be required. I acknowledge that any documents or records made available to review must not be disassembled and must be left intact, and that I cannot make copies myself. I understand that by typing my name below and electronically submitting this request I will be adopting it as my signature and understand these terms.

Requestor: _____

Date: _____

Copies made: ___ \$ ___

Research fee and other media or materials
(See next page and fee schedule for costs)

Length of time: _____ \$ _____

Additional Charges: _____

ADDITIONAL CHARGE TOTAL \$ _____

TOTAL DUE \$ _____

Approved Date: _____

Denied Date: _____

Reason: _____

FOR INTERNAL USE ONLY

Copies: Citation Narrative Field Officer Notes Pictures Other

INSTRUCTIONS FOR REQUESTING PUBLIC RECORDS *

1. Requests must be in writing using the form provided. (Please note the City will not create a new document in response to a records request.)
2. Submit request to the West Linn Police Department, 1800 8th Avenue, West Linn, Oregon, 97068, or by fax at 503.656.0319, or by email at wlpdrecords@westlinnoregon.com. For records request not involving police records you may visit the West Linn city website at <http://westlinnoregon.gov/citymanager/public-records-request-0> or by contacting the City Hall directly at 503-657-0331.
3. The Police Department shall respond to all requests as soon as practical and without unreasonable delay or will explain why more time is needed for a full response.
4. If inspection of documents is preferred over copies, such inspection shall occur during normal business hours. An acceptable inspection time and place will be arranged between the requestor and the staff person. Space is provided for one person to inspect records per request.
5. The City will submit a cost estimate to the requestor to provide the requested documents, including copying charges, research time (if required), and separating exempt from non-exempt materials.
6. If the estimated cost is \$25.00 or more, the Police Department shall require a deposit in the full amount of the estimate before fulfilling the request. If the actual cost exceeds the estimate, the City will not release the documents until the fee is received in full.

COSTS FOR MISCELLANEOUS CITY SERVICES

Photocopying		
Black & White and Color Copies:		
First 20 pages		\$ 5.00
Additional per page	8.5 x 11	\$ 0.25
	8.5 x 14	\$ 0.30
	11 x 17	\$ 0.35
Records Research Fee		Staff hourly wage + benefits
CD Duplication (per event/meeting, and or documents)		\$20.00 \$15.00 each adtl.
City Budget, City Audit, or City CIP document		\$35.00 Per multiple document
Municipal Code Supplements – per printing		Varies
Community Development Code –per printing		
Research Cost: Staff hourly wage, plus benefits		

