



# CITY OF SILVERTON POLICE DEPARTMENT

306 S. Water Street | Silverton, Oregon 97381

## PUBLIC RECORDS REQUEST FORM

**Attention Requestor:** This form is requesting public records held by the Silverton Police Department. The City shall respond to public record requests within five (5) business days acknowledging the receipt of the request. Upon request, an estimated cost is provided. If the time required to respond to the request exceeds 10 business days, the requestor will receive written notification. If the request is denied, specific reason(s) will be given. To expedite your request, please complete all information in the field provided.

*Under Oregon Public Records Law, cases still under investigation or criminal arrests pending court hearings are not releasable.*

Requestor's Name or Organization		Date of Request	
Address – Please ensure you provide a complete and current address			
City		State	Zip
Email Address		Phone Number	
<b>CASE INFORMATION</b>			
Date and Time of Incident		Case Number(s)	
Type of Incident		Incident Location	
Involved Person(s) <input type="checkbox"/> Self <input type="checkbox"/> Other (Provide Names):			
Relationship of Requester to Person(s) Named in Report <input type="checkbox"/> Self <input type="checkbox"/> Other (Describe Relationship):			
Description of the record(s): <i>(please be specific)</i>			

I agree not to use, share or disseminate any information pertaining to the record other than for lawful purposes. I understand that every person has the right to inspect any public record of a public body in this state, except as otherwise expressly provided by ORS 192.345 to 192.355. 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. I hereby request the City of Silverton produce, as best to their ability the records specified above. Payment in advance is required for charges estimated to be over \$10.00.

How do you wish to view documents?

By email    By mail    Pick Up

\_\_\_\_\_  
Signature of Requestor

FOR OFFICE USE ONLY			
Copies Provided?	___ Yes   ___ No	Total Fees Paid:	
Case Number:		Employee Signature:	
Other Notes:		Date:	

SEND REQUEST TO: Mail: 306 S Water Street, Silverton, OR 97381 | Fax: 503-873-7452 | Email: [svprecords@silverton.or.us](mailto:svprecords@silverton.or.us)

QUESTIONS: Call 503-873-5326 or email [svprecords@silverton.or.us](mailto:svprecords@silverton.or.us)

# SILVERTON POLICE DEPARTMENT

## PUBLIC RECORDS FEES

ORS 192.324(4)(a) authorizes a public body to establish fees to reimburse for actual cost in making public records available. The actual cost may include: a charge for the time spent by the public body's staff in locating the public records; reviewing the records in order to delete exempt materials; supervising a person's inspection of original documents in order to protect the records; copying the records; certifying documents as true copies; or sending records by special methods such as express mail. The Silverton City Council adopted Resolution No. 19-14, establishing a system of recovering City expenses incurred in responding to public documents and records requests.

Upon request, an estimate of costs for staff time will be made, and if the time required to respond to the request exceeds that estimate, the requester will be informed prior to the research continuing. The police department requires payment in advance for charges estimated to be over \$10.00. If the actual cost of responding to the request is less than the estimated cost, then the balance of the deposit shall be promptly refunded.

*Please be advised that all requests for public records must be made in writing.*

Type of Record	Fee
Police Reports and Incident Reports	\$15.00 for the first 10 double-sided pages \$.15 per side for each additional page
8.5 x 11 copy charge (black & white)	\$0.15 per page
8.5 x 11 copy charge (color)	\$0.30 per page
Fax	\$1.00 per page
Research requests up to 30 minutes	Reproduction costs only
Research requests 30 minutes and over <i>Includes redaction time</i>	Reproduction costs + staff hourly wage (including benefits)

Digital Media	Fee
CD/DVD	\$5.00 each
8 GB USB flash drive	\$8.00
16-32 GB USB flash drive	\$10.00
64 GB USB flash drive	\$18.00
128 GB USB flash drive	\$32.00

*Please direct any questions to the Silverton Police Department at 503-873-5326  
or svprecs@silverton.or.us*