



CANBY POLICE DEPARTMENT PUBLIC RECORDS REQUEST FORM

This form is used to process public record requests to the police department in accordance with the Oregon Public Records Law (ORS Chapter 192). Persons wanting to inspect or obtain copies of public records from the police department need to complete this form and submit it to:

Canby Police Department
City of Canby
PO Box 930
122 N Holly
Canby, OR 97013

Phone: 503.266.1104
Fax: 503.266.9316

The Police Department shall respond to all public document requests within seven working days or explain why more time is needed for a full response.

DESCRIPTION OF PUBLIC RECORDS REQUESTED *(include as much detail as possible, i.e., case number, incident number, type of incident, dates(s), time(s), location of incident, etc.):*

I am interested in: Personally Inspecting Records Obtaining Copies

REQUEST SUBMITTED BY:

Name: _____ Date: _____
Organization: _____ Phone: _____
Address: _____ Fax: _____
City/State/Zip: _____

Signature of Requestor: _____

FEES: *Prepayment is required if the estimated charges will be \$25.00 or over. If the actual charges are less than the prepayment, an overpayment will be promptly refunded.*

- Copy Fee (Police Report) - \$15 per report from Records Room; \$25 from Archive Room
- Copy Fee (Documents) - Photocopies or Printouts-Black and White, sizes to 8 1/2 x 14, single or double-sided \$.25 per sheet; \$.75 for Color
- Copy Fee (Audio Tapes) -\$10.00 per tape
- Clerical Research - \$20.00 per hour / Admin Research \$35.00 per hour / Legal Research \$80.00 per hour *(Staff time may be charged regardless of whether copies are provided for requests that are extraordinary and would significantly disrupt the regular discharge of staff person duties)*

FOR OFFICE USE ONLY:

Date Received: _____ Date Provided: _____ Fee Paid: _____