



# Lake Oswego Police Department

## Public Records Request

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

**Lake Oswego Police Records**  
**380 A Avenue**  
**PO Box 369**  
**Lake Oswego, OR 97034**

**Phone: 503-635-0250**  
**Fax: 503-697-7406**

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

### REQUEST SUBMITTED BY:

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Organization: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_

**Signature of Requestor:** \_\_\_\_\_

**FEES:** *Prepayment is required. If the actual charges are less than the prepayment, an overpayment will be promptly refunded.*

Copy Fee (Documents) – 1-10 pages \$15.00, each additional page \$0.25

Copy Fee (Audio CD's) -\$50.00 for the first CD, \$15 for each additional copy

Clerical Research - \$5.00 per 15 minutes

***(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)***

**DESCRIPTION OF PUBLIC RECORDS REQUESTED** *(include as much detail as possible, i.e., type of document, date, title, ordinance number, etc.):*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I am interested in:     Personally Inspecting Records     Obtaining Copies

FOR OFFICE USE ONLY:

Date Received: \_\_\_\_\_ Date Provided: \_\_\_\_\_ Fee Paid: \_\_\_\_\_