



# Lake Oswego Police Department

## Public Records Request

To submit a request, please complete the online form below. 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 97034**

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

Per state law, the City will follow response timelines set forth under ORS Ch. 192. Within five business days City staff will acknowledge receipt of your records request and advise of the custody status of the requested public record. If it is estimated that the fee to locate and make the records available for inspection and/or copying will exceed \$25, you will be advised and a deposit of the estimated fee will be required before City records are searched and/or photocopied. No later than ten business days after the date the request is acknowledged by staff or the deposit, if required, is paid, whichever occurs later, City staff will complete its response to the public records request or provide a written statement that the City is still processing the request, along with a reasonable estimated date by which City staff expects to complete its response.

If any portion of the requested materials are not provided or are redacted, the requester may seek review of the City's determination pursuant to ORS 192.450, 192.460, 192.465, 192.480 and 192.490.

### REQUEST SUBMITTED BY:

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

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

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

- Copy Fee (Documents) 1-10 pages \$15, each additional page \$0.25
- Copy Fee (911 Audio CDs) \$50 per recording
- Copy Fee (911 Audio CDs) \$50 for the first CD; \$15 for each additional copy
- Records Research -- \$20 per 15 minutes (\$20 minimum) plus copy and material charges
- Copies of Photographs -- \$1 per print or \$50 for up to 30 prints burned to CD; plus \$1 each thereafter

**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: