



# LINN COUNTY SHERIFF'S OFFICE

1115 Jackson Street SE

Albany, Oregon 97322

[www.linnsheriff.org](http://www.linnsheriff.org)

## REQUEST FOR COPIES OF RECORDS

### PERSON / AGENCY REQUESTING INFORMATION

Contact Person:	Mailing Address:
City, State, Zip Code:	Phone Number : (Must accept blocked calls)
E-Mail Address:	Alternate Phone Number : (Must accept blocked calls)

### TYPE OF RECORD(S) REQUESTING

CASE NUMBER(S) \_\_\_\_\_

- MOTOR VEHICLE CRASH / TRAFFIC                       THEFT / BURGLARY / CRIMINAL MISCHIEF
- HARASSMENT / DISTURBANCE / DOMESTIC                       RECORDS CHECK ON PERSON / LOCATION
- OTHER \_\_\_\_\_

### DATE – TIME – LOCATION OF INCIDENT

DATE(S) & TIME OF INCIDENT \_\_\_\_\_

LOCATION OF INCIDENT (BE SPECIFIC) \_\_\_\_\_

PERSON(S) INVOLVED: \_\_\_\_\_

### PAYMENT INFORMATION

DATE OF REQUEST: \_\_\_\_\_ PAYMENT RECEIVED: \_\_\_\_\_

- Will pick up                       Please mail request                       Please email request                       Please fax request

### FOR SHERIFF'S OFFICE USE ONLY

Request Returned / Unprocessed For The Following Reason(s):

- No record involving this person / incident. Please make sure all information is correct.
- Incident pending investigation, not available for release                       Incident involves an arrest, not available for release
- Not in our jurisdiction: \_\_\_\_\_
- In our jurisdiction, but handled by: \_\_\_\_\_

Request processed as follows: Scanned by: \_\_\_\_\_ Date: \_\_\_\_\_

- Request sent postal mail                       Request emailed                       Request Faxed                       Request Picked Up



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It is the policy of the Linn County Sheriff's Office to comply with the Oregon Public Records laws and administrative rules in disclosing public records used or retained by the Linn County Sheriff's Office.

1. All record requests must be in writing. (Please use the Request for Copies form)
2. There is a fee for records requested (see fee schedule below).
3. Requests will be processed by authorized personnel of the Sheriff's Office, and each request will be reviewed prior to release. This process takes time therefore we will not release records at the time of request.
4. Be specific regarding the type of record(s) you are requesting. The more information you provide on the request form could reduce the processing time of the request.
5. A self-addressed, stamped legal size envelope needs to be sent with the request form. A minimum charge will be required prior to processing the request. If the cost of the records requested is more than the minimum, we will notify you prior to processing the request.
6. If you are requesting a report and it is still under investigation, very limited (if any) information will be released.

#### Schedule of Fees for Copies

##### Copies of Reports and Records:

Minimum of \$8.00, which covers the first four pages of the requested document and \$1.00 per page, after the first four pages.

##### Audio/Video:

\$45.00 for the 1<sup>st</sup> CD and \$45.00 per hour for each additional CD

##### Photographs:

\$2.50 per photograph (standard size)

\$10.00 per CD copy of report photos

##### Private Party Record Checks:

\$5.00 per person or address