



# LINN COUNTY SHERIFF'S OFFICE

1115 Jackson Street SE, Albany, OR 97322

Phone: 541-967-3950

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) _____	
<input type="checkbox"/> MOTOR VEHICLE CRASH / TRAFFIC	<input type="checkbox"/> THEFT / BURGLARY / CRIMINAL MISCHIEF
<input type="checkbox"/> HARASSMENT / DISTURBANCE / DOMESTIC	<input type="checkbox"/> RECORDS CHECK ON PERSON / LOCATION
<input type="checkbox"/> ENTIRE CASE FILE	<input type="checkbox"/> PHOTOS/AUDIO/VIDEO (if applicable)
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: _____	
<input type="checkbox"/> Will pick up	<input type="checkbox"/> Please mail request
<input type="checkbox"/> Please email request	<input type="checkbox"/> Please fax request
FOR SHERIFF'S OFFICE USE ONLY	
Request Returned / Unprocessed for the following reason(s):	
<input type="checkbox"/> No record involving this person/incident. Please make sure all information is correct.	
<input type="checkbox"/> Incident pending investigation, not available for release.	
<input type="checkbox"/> Incident involves an arrest, not available for release	
<input type="checkbox"/> Not in our jurisdiction: _____	
<input type="checkbox"/> In our jurisdiction, but handled by: _____	
Request processed as follows: Scanned by: _____ Date: _____	
<input type="checkbox"/> Request sent postal mail	<input type="checkbox"/> Request emailed
<input type="checkbox"/> Request Faxed	<input type="checkbox"/> Request Picked Up



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## REQUEST FOR COPIES OF RECORDS

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 on the 'Request for Copies of Records' form located on the agency website. Forms may be brought in person or mailed to the Linn County Sheriff's Office, faxed to the Records Department at (541) 967-8169, or emailed to the Records Department at [RecordsReports@linnsheriff.org](mailto:RecordsReports@linnsheriff.org).
2. There is a fee for records requested (see fee schedule below). If the cost of the records requested exceeds the minimum amount, we will notify you prior to proceeding the request.
3. An invoice will be given for the finalized cost of the records requested. Payment can be taken by Check, Cash, or Debit/Credit.
4. Depending on the extent, a request may take a longer processing time, however you will be updated throughout the process. Requests will be processed by authorized personnel of the Sheriff's Office, and each request will be reviewed prior to release.
5. 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.
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

#### Records Fee: (Law Enforcement Reports or other General Records)

- \$12.00 for the first 25 pages
  - o \$0.25 per page after (single sided)

#### Rich Media Information: (Photos, Audio, Video)

- \$10.00 for the first 15 minutes of staff process time for CD, DVD, or secure digital download
  - o \$12.00 for each additional 15 minutes after
  - o \$30.00 for each hour of staff process time for redaction services (if necessary)
- \$5.00 per Mug Shot (for ID purposes)

#### Private Party Record Checks: (Name Scan or Address Scan)

- \$10.00 per scan

#### Booking Sheet:

- \$10.00 per booking

#### Discovery: (Per Incident/Case #) (Includes All Reports and Media)

- \$75.00 for Felony/Misdemeanor
- \$25.00 for Violations
- \$30.00 for each hour of staff time for additional items requested outside of reports and media