



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) _____

MOTOR VEHICLE CRASH / TRAFFIC

THEFT / BURGLARY / CRIMINAL MISCHIEF

HARASSMENT / DISTURBANCE / DOMESTIC

RECORDS CHECK ON PERSON / LOCATION

ENTIRE CASE FILE

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: _____

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 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.
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