



# PUBLIC RECORDS REQUEST FORM

## Albany Police Department

*Notice: Public records laws are addressed in ORS Sections 192.311 through 192.345.  
City of Albany Policy F-05-08, Public Record Requests, outlines the City's procedures. Fees are listed on the back of this form.*

REQUESTOR INFORMATION			
Name:	Mailing address:		
City:	State:	Zip:	
Day/mobile phone:	Email:	Fax:	
<b>Requestor signature:</b>			
Incident number:	Incident location:		
Date of incident:	Time of incident:	Officer:	
Person(s) involved:			
Name scan:			
<b>Amount enclosed:</b>	<b>Non-refundable minimum \$11.00 fee for report requests</b> includes records search, and up to ten single-sided or five double-sided pages		
<b>Additional amount due at pickup:</b>	<b>Non-refundable minimum \$10.00 fee for tape requests</b> include records search and up to 15 minutes of tape reproduction		
Mailing fee included: <input type="checkbox"/> Yes <input type="checkbox"/> No (See reverse side for fee schedule)			
<b>MANDATORY NOTIFICATION STATEMENT PER ORS 192.324 (2)(A-C)</b>			
<b>Return form to:</b> Albany Police Department 2600 Pacific Boulevard SW Albany, OR 97321 541-928-6692 fax <a href="mailto:policerecords@cityofalbany.net">policerecords@cityofalbany.net</a>	<b>Dear Requestor, thank you for your public records request:</b> <ul style="list-style-type: none"> <li>The City <input type="checkbox"/> does / <input type="checkbox"/> does not hold the record(s) you've requested.</li> <li><input type="checkbox"/> We aren't certain whether the City holds the record(s) you've requested.</li> </ul>		
POLICE DEPARTMENT USE ONLY			
<b>We cannot supply the report requested for the following reason(s):</b> <input type="checkbox"/> Cash or check for the correct amount was <b>not</b> enclosed. <input type="checkbox"/> The incident is still under investigation and cannot be released at this time. <input type="checkbox"/> We have no record involving this person/incident. Please check your information for accuracy. <input type="checkbox"/> The incident is not in our jurisdiction and/or our department did not take the report. <i>Contact:</i> _____ <input type="checkbox"/> This incident involved an arrest and/or investigation that requires the prosecutor to authorize/provide this information. <i>Please contact:</i> <input type="checkbox"/> Benton County District Attorney; 120 NW 4th, Corvallis, OR 97330; 541-766-6815 <input type="checkbox"/> Linn County District Attorney; PO Box 100, Albany, OR 97321; 541-967-3836 <input type="checkbox"/> City Attorney's Office; PO Box 40, Albany, OR 97321; 541-926-5504			<b>Payment:</b> <input type="checkbox"/> Credit/Debit <input type="checkbox"/> Cash <input type="checkbox"/> Check <hr/> <b>Released by:</b> _____ Date received: _____ Date released: _____
1. RECEIVED	2. MANDATORY NOTIFICATION	3. INFORMATION/CLARIFICATION	4. FEES
Date: _____	Date: _____	Request Date: _____	Total Fees: _____
RIM Coordinator: _____	Method (circle one):	Date Received: _____	Date Notified: _____
Calendar Year request: # _____	Paper copy / Email / Mail / Fax		Date Paid: _____
<b>5-day count begins</b>	<b>10-day count begins</b>	<b>10-day count stops while waiting for response; restarts when received*</b>	<b>10-day count stops while waiting for payment; restarts when received*</b>
<b>* If no response is received within 60 days, the Public Records Request is closed.</b>			



# ALBANY POLICE DEPARTMENT RECORDS FEES & PROCEDURES

All requests require a **non-refundable advance payment** of \$11.00 to cover research fees

<b>Police Reports</b>	
Police Incident Reports Computerized Incident Report (CAD) Miscellaneous Police Documents	\$ 11.00 Research fee includes up to ten single-sided copies. <i>Lengthy reports requiring over 15 minutes to process will accrue additional charges at a rate of \$44.00 per hour plus additional copy charges.</i>
Copy charges	Additional \$ .25 (cents) per side after ten pages
Postage for mailing reports	\$ 2.00 for up to ten pages, \$ .25 (cents) per page after ten pages.
<b>Records Checks (Records only available back to 1990)</b>	
Person	\$ 11.00 per person
Letters of Clearance	\$ 11.00 per person
Location	\$ 11.00 per 12-month period
Statistics	\$ 11.00 per requested activity
Postage for mailing records checks	\$ 2.00 for up to ten pages, \$ .25 (cents) per page after ten pages.
<b>Supplemental Fees (in addition to the fees identified above)</b>	
<b>Photographs</b>	
Photos saved to Compact Disc	\$10.00 per CD
Photos printed on paper	\$ 2.50 per sheet (up to 4 photos per sheet)
Photos reproduced from negatives	\$10.00 for first 24 prints/per single role, \$ .50 (cents) for each additional print
Postage for mailing photographs	\$ 2.00 for up to ten photos/pages. \$ .25 (cents) per photo/page after ten pages. \$ 2.00 per CD
<b>Recordings</b>	
Compact Disc, DVD	\$10.00 for first 15 minutes of staff time, \$11.00 for each additional 15 minutes
Postage for mailing recordings	\$2.00 per CD/DVD
Video redaction – third party application	\$19.00 for initial application plus \$1 per minute of video.

A request for police records information can take up to two weeks to process. Requested information will be available for pickup at the front counter of the Albany Police Department or may be mailed to you for an additional fee. All items must be picked up within 30 days after notification that the information is ready, otherwise it will be destroyed and another request will need to be made.

\*Requests can be completed in a timely manner if the data you provide is complete and accurate. Please provide the full name of the individual, their date of birth, driver's license number and social security number. Any special requests not indicated above will be charged at a minimum hourly rate of \$28.00/per hour, plus additional copy charges and at the discretion of the Albany Police Department. We appreciate your cooperation and assistance in making this process efficient.

**2600 Pacific Boulevard SW  
Albany, OR 97321  
541-917-7680**