



CITY OF SWEET HOME

REQUEST FOR PUBLIC RECORD

Today's Date:	Requestor Name:
Contact Phone Number:	Requestor Agency (if applicable):
Email Address:	
Requestor Address, City, State & Zip Code:	
Requestor Signature:	
SPECIFIC PUBLIC RECORD/INFORMATION REQUEST: (For Police Incidents see next section)	
<p>POLICE DEPARTMENT ONLY ~ <u>REQUEST FOR COPIES:</u> Incident Reports can be requested and picked up at the Police Department or mailed for a fee. Question regarding incidents, copies, etc., can be directed to SHPD at 541-367-5181.</p> <p>Check one: <input type="checkbox"/> Auto Accident <input type="checkbox"/> Theft/Burglary <input type="checkbox"/> Other: _____</p> <p>Incident Number: _____ Incident Location: _____</p> <p>Date of Incident: _____ Time of Incident: _____ Officer: _____</p> <p>Person(s) Involved: (only use insured person's name if the insured person was involved as the driver/victim):</p>	
<p>FORMAT REQUESTED: <input type="checkbox"/> Photocopy <input type="checkbox"/> Electronic <input type="checkbox"/> Audio CD <input type="checkbox"/> Video</p> <p style="padding-left: 40px;"><input type="checkbox"/> Other (specify) _____</p>	
How would you like to receive the request? <input type="checkbox"/> Mail (see fee schedule) <input type="checkbox"/> Will pick-up	
<p>FEE CHARGES: See attached Fee Schedule for Public Information & Records charges. There shall be no charge for the first half hour of staff time to respond to a document request. The cost estimate for staff time shall be based on the staff person's regular hour wage rate multiplied by the time estimated to respond to the request. An additional percentage will be added as compensation for the actual City benefits received by the staff person. An "estimated cost" will be provided to the requestor prior to the public record being processed. A deposit or payment in full may be required prior to processing.</p>	
<p><i>A request for Public Records information can take up to 1 week to process, however we strive to expedite the process in order to best serve the public. Other than Police Incident Reports or other police document copies, requested Public Record information will be available for pickup from the <u>City Manager's Office at City Hall, 3225 Main Street, Sweet Home, OR 97386</u> 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.</i></p> <p><i>*Requests can be completed in a timely manner if the data you provide is complete and accurate. We appreciate your cooperation and assistance in making this process efficient.</i></p> <p style="text-align: center;">Questions regarding Public Records can be directed to the City Manager's Office at 541-367-8969.</p>	