

SCAPPOOSE POLICE DEPARTMENT  
REQUEST FOR PUBLIC RECORDS

Date of Request: \_\_\_\_\_ Case Number: \_\_\_\_\_

I, \_\_\_\_\_, am requesting the following  
(Print Name)  
public record from the Scappoose Police Department:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand ORS 192 contains exemptions to the public records law and authorizes the City to adopt reasonable rules necessary to protect the records and permit the custodian of public records to carry out regular duties. Upon receipt of this written request, I understand that the City will determine whether the requested record is exempt from disclosure and will respond to requests that are clearly not exempt from disclosure within seven to ten business days.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

COSTS	
Police Report	\$15.00
Police Report (3yrs or older)	\$30.00
Picture	\$ 2.00
Digital Photo	\$ 2.00

**For Department Use Only:**

Date Request Received: \_\_\_\_\_

Date of Response to above Request: \_\_\_\_\_

Action Taken: \_\_\_\_\_