

## **PUBLIC RECORDS REQUEST FORM\***

## Lebanon Police Dept.

40 N 2<sup>nd</sup> St #100 Lebanon, OR 97355 541.258.4930 Phone 541.451.1716 Fax Return completed forms to:

records@ci.lebanon.or.us

\*The City will not recognize/accept any other means of public records requests.

Requester Information (Please p	orint clearly):		D at D. ata	
Name:			Request Date:	
Mailing Address:			L	
Daytime Phone:		Email	Address:	
,		Fax N	umber:	
Preferred method of contact:	Mail		Phone	Email
Is this request related to a lawsuit in City of Lebanon? Yes N  Copies may be furnished without ch waiver or reduction of fees is in the will be distributed to the public at lar	lo If Yes, claimant nan earge or at a substantia public interest because	me and ir lly reduce making	ed fee if the custodian deter the record available primari	mines that the ly benefits and
			particular or specific public	
Description of Records Requeste	d (Complete as many as po	ossible)		
Case Number:		e of repor	t/media:	
Date of Incident:		paper rec	ords	
Person(s) Involved:		photograp		
		digital me	dia* (body cam/in-car video)	
		other:		_
		* digital me	edia charge is \$23.61 per minute of vio	deo
Additional Information				
Preferred method of receiving the do Note: Additional charges may be asses			Mail Email axing material.	Fax
192.345(40)(c) 192.329(d) 1	192.345(1)192.355(4)	192.3		her:

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The City will respond to your request as soon as practicable and without unreasonable delay. Requests will be process within 15 business days.

- If the estimated costs involved in fulfilling your request exceed \$25, the City will advise you of the estimated costs and require your approval before beginning the request.
- If the fee estimate exceeds \$100, a 50% deposit may be required to begin work.
- Full payment of the total amount of costs incurred is required before the public records are inspected or copies are released.

I HAVE READ AND AGREE TO COMPLY WITH THE ABOVE CONDITIONS, and further agree to pay the cost of
fulfilling this Public Records Request per the conditions set forth above. These costs may include the cost of searching
for records, reviewing records to redact exempt material, supervising the inspection of records, copying records,
certifying records and mailing records. I agree to pay a maximum of \$25 without further approval.

Signature of Requester	Date
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