

# Public Records Request Form

EUGENE POLICE DEPARTMENT 300 COUNTRY CLUB RD. EUGENE OREGON 97401  
(541) 682-5131 FAX (541) 682-6804 [www.eugene-or.gov](http://www.eugene-or.gov)

**PROTECT.SERVE.CARE.**

|   |  |
|---|--|
| Date of Request: <input style="width: 90%;" type="text"/> | Case / Incident Number: <input style="width: 90%;" type="text"/> |
|---|--|

Type of Request:  Police Report  Photographs

Type of Incident:  Accident  Theft  Burglary  Criminal Mischief  Other

|   |  |
|---|--|
| Location of Incident:<br><input style="width: 95%;" type="text"/> | Date/Time of Incident:<br><input style="width: 95%;" type="text"/> |
|---|--|

Name(s) of Person(s) Involved:

|  |  |
|--|--|
| Requested By: <input style="width: 90%;" type="text"/> | Telephone Number: <input style="width: 90%;" type="text"/> |
|--|--|

Mailing Address:

\*If you do not pick up your request within 30 days of being notified that it is ready you will need to make a new request\*

### Response to Public Records Request - Records Use Only

The City of Eugene acknowledges receipt of your Public Records Request and responds as follows:

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| Date / Badge#<br><input style="width: 15%;" type="text"/> <input style="width: 15%;" type="text"/> | <input type="checkbox"/> 1. Copies of the requested records are provided. \$_____ payable in full at the time the copies are provided.   |
| Date / Badge#<br><input style="width: 15%;" type="text"/> <input style="width: 15%;" type="text"/> | <input type="checkbox"/> 2. The records request is a Level 2 request (as defined by Admin Order No. 21-04-01-F). The City will search for the record(s) and will provide copies of the record(s) for which the City does not claim an exemption from disclosure under ORS 192.410 to 192.505 within 72 hours, excluding weekends or holidays. We estimate that the fee for making the records available is \$_____, which you must pay as a condition of receiving the records.  |
| Date / Badge#<br><input style="width: 15%;" type="text"/> <input style="width: 15%;" type="text"/> | <input type="checkbox"/> 3. The records request is a Level 1 request (as defined by Admin Order No. 21-04-01-F). The City will search for the record(s) and will provide copies of the record(s) for which the City does not claim an exemption from disclosure under ORS 192.410 to 192.505 as soon as practicable.   |
| Date / Badge#<br><input style="width: 15%;" type="text"/> <input style="width: 15%;" type="text"/> | <input type="checkbox"/> 4. The requested records are provided. Portions of the requested records are exempt from disclosure. The exempt material has been redacted or the exempt document is not provided in accordance with:<br><input type="checkbox"/> ORS 192.501(3) <input type="checkbox"/> ORS 192.502(2) <input type="checkbox"/> ORS 192.502(9) <input type="checkbox"/> ORS 419B.035 <input type="checkbox"/> ORS 192.502(8) <input type="checkbox"/> ORS 181A.830(2)<br><small>(Criminal Investig.) (Personal Privacy) (State Law) (Child Abuse Law) (Federal Law) (LE/OR Law)</small> |
| Date / Badge#<br><input style="width: 15%;" type="text"/> <input style="width: 15%;" type="text"/> | <input type="checkbox"/> 5. The requested records are exempt from disclosure and are not provided in accordance with:<br><input type="checkbox"/> ORS 192.501(3) <input type="checkbox"/> ORS 192.502(2) <input type="checkbox"/> ORS 192.502(9) <input type="checkbox"/> ORS 419B.035 <input type="checkbox"/> ORS 192.502(8)<br><small>(Criminal Investig.) (Personal Privacy) (State Law) (Child Abuse Law) (Federal Law)</small>   |
| Date / Badge#<br><input style="width: 15%;" type="text"/> <input style="width: 15%;" type="text"/> | <input type="checkbox"/> 6. The City needs additional information/clarification regarding the requested record(s) before the City can respond to the request. Please provide more detailed information about the requested record(s) and/or incident.  |
| Date / Badge#<br><input style="width: 15%;" type="text"/> <input style="width: 15%;" type="text"/> | <input type="checkbox"/> 7. The City does not possess or is not the custodian of the requested public records.<br><input style="width: 80%;" type="text"/>   |

|  |    |  |
|--|----|--|
| Record Released By: <input style="width: 90%;" type="text"/> | on | Total Cost: <input style="width: 90%;" type="text"/> |
|--|----|--|

Released Module/Page(s):

|                      |   |  |
|----------------------|---|--|
| Notified on / Badge# | Did not pick up within 30 days / Badge# | Did not want information available / Badge # |
|----------------------|---|--|