



PUBLIC RECORDS REQUESTS

POLICE RECORDS

Accident Reports, Offense Reports, Arrest Reports, Information regarding the Newberg-Dundee Police Department

Fill out form on **page 3**
Return to Newberg-Dundee Police Department

COURT RECORDS

Court Cases from the Newberg Municipal Court

Fill out form on **page 2**
Return to Court Administrator

GENERAL CITY RECORDS

All other record requests regarding the City of Newberg

Fill out form on **page 2**
Return to the City Recorder

WHAT DOES THE PROCESS LOOK LIKE AT THE CITY?

- 1) Person A submits a record request to the City
- 2) City receives the record request and contacts departments to ask how long it will take to fill the request and determines the documents needed
- 3) City responds to Person A with a cost estimate for filling the request
- 4) Person A pays the invoice
- 5) City fill the records request and sends finished results to Person A. Further cost may be incurred while filling the request.

WHEN WILL I GET A RESPONSE?

WITHIN 5 DAYS

The City of Newberg will respond to confirm whether the City is the source to fill the records request and give the requester a timeline of when they will be able to fill the request.

WITHIN 10 DAYS

The City will either complete the records request or provide a written statement with an updated estimate of when we expect to complete the request based on information available.

WHY IS IT TAKING

LONGER THAN 10 DAYS?

The necessary staff is unavailable, filling the request would impede the City's ability to perform services, or the City is currently processing a high volume of requests.

HOW MUCH WILL MY REQUEST COST?

Cost for a Public Records Request are dependent on the type of document requested, the department, and the amount of staff time it will take to complete the request. For a full chart of costs, please see the Master Fee Schedule.

INFORMATION THE CITY **CAN'T** RELEASE

Some common requests the City receives they can't fill include:

- Public Records Pertaining to Litigation,
- Criminal Investigations,
- Personnel Discipline Actions,
- Personal Information of Public Employees,
- Ongoing Audits of Public Bodies,
- Corrections and Parole Board Records,
- Records protected by Attorney-Client Privilege,
- And more...



2020 Public Records Request Form

City Recorder
P.O. Box 970
(503) 537-1283
cityrecorder@newbergoregon.gov

Under state law, every person in Oregon has a right to inspect any nonexempt public record. For general public records requests, send to cityrecorder@newbergoregon.gov. The public records request policy is set by Resolution 2017-3417, and costs are established by the annual Master Fee schedule approved by City Council. For Court requests, send to wendy.looney@newbergoregon.gov. For Police Department requests, use form on Page 3.

Name: _____

Phone: _____

Address: _____

Email: _____

Pursuant to ORS 192.311-192.478, I request inspection of the following records:
(Please be specific and provide as much detail as possible, including date ranges and key words).

How would you like to receive these records?

☐ E-mail ☐ Mail ☐ Pick-up at City Hall ☐ Make appointment to view at City Hall.

By signing this form, I am aware that there may be costs related to this request based on the fee structure adopted by the City Council, and I am aware that I will be notified by the City if any fees need to be paid to complete this request.

Requestor signature

Date

NEWBERG DUNDEE POLICE PUBLIC RECORD REQUEST FORM

The Newberg-Dundee Police Department will respond to all public records requests within five business days from receipt or explain why more time is needed for a full response. Prepayment of \$15 is required prior to processing the request. If the time required to fulfill the request exceeds 10 business days, we will provide the requester with written notification. To expedite your request, please complete all information in the fields provided. If a request is denied, specific reason(s) will be given, and denial will be mailed within 10 business days. If said request is denied, requestor is entitled to file an appeal through the Yamhill County District Attorney's Office.

Under Oregon Public Records law, cases still under investigation or criminal arrests pending court hearings are not releasable. Requests for Discovery should be submitted to the respective court.

Requests for cases involving child abuse will be handled by the Department of Human Services (DHS) if the case is determined to fall under the child abuse category as defined by ORS 419B.005.

Type of Record Requested:

<input type="checkbox"/> Police Report	<input type="checkbox"/> Audio
<input type="checkbox"/> Photo Prints	<input type="checkbox"/> Video
<input type="checkbox"/> CD of Photos	<input type="checkbox"/> Other: _____

Today's Date	Time:	Email:
Requestor's Name		Phone #:
Address: (please ensure you provide your complete address in the even we need to issue a refund)		
City:	State:	Zip:

CASE INFORMATION

Date and Time of Incident	Case Number(s)
Type of Incident	Incident Location
Involved Persons <input type="checkbox"/> Self <input type="checkbox"/> Other (Provide Names)	
Relationship of Requestor to Person(s) Named in Report <input type="checkbox"/> Self <input type="checkbox"/> Other (Describe Relationship)	
Signature of Requestor	Date

I AGREE NOT TO USE, SHARE OR DISSEMINATE ANY INFORMATION PERTAINING TO THE RECORD OTHER THAN FOR LAWFUL PURPOSES. I UNDERSTAND THAT I AM RESPONSIBLE FOR ALL PROCESSING FEES ONCE THE RECORD IS REQUESTED, UNLESS THE RECORD IS DEEMED NOT RELEASABLE.

FOR RECORDS USE ONLY

Paid: <input type="checkbox"/> Yes <input type="checkbox"/> No	Receipt #:	<input type="checkbox"/> Referred to	Date Referred
<input type="checkbox"/> Approved (Date/Initial)	<input type="checkbox"/> Denied (Date/Initial)	Reason for Denial:	
Date Supervisor Notified	Time Notified	Notified By	