



City of Gresham Public Records Request Form

REQUESTOR INFORMATION

Date of Request: _____

Name _____

Mailing Address _____

Daytime Phone _____

City, State, Zip _____

Fax _____

Email Address _____

Preferred method of contact Mail Phone Email Fax

Is this request related to a lawsuit in which the City of Gresham is a party, or a tort claims notice filed with the City of Gresham?

Yes No

Office Use Request Completed Request Denied Fee _____ Initials _____
(Give reason)

Record Type (Check all that apply):

- | | | |
|---|---|---|
| <input type="checkbox"/> Fire Reports | <input type="checkbox"/> Development Engineering | <input type="checkbox"/> Police Records (other than Police reports or Accident Reports) |
| <input type="checkbox"/> Finance Records | <input type="checkbox"/> Ordinances or Resolutions | <input type="checkbox"/> Dept. of Environmental Services |
| <input type="checkbox"/> Planning Records | <input type="checkbox"/> Mayor and Council Records | (Transportation Wastewater Water Stormwater Parks) |
| <input type="checkbox"/> Personnel Records | <input type="checkbox"/> Code Enforcement Records | <input type="checkbox"/> Body Worn Camera recording * |
| <input type="checkbox"/> Inspection Records | <input type="checkbox"/> Internet Technology Dept. Records | <input type="checkbox"/> Other |
| <input type="checkbox"/> Building Permit Records | <input type="checkbox"/> Police Reports or Accident Reports | |
| <input type="checkbox"/> Development Applications | <input type="checkbox"/> Rental Housing Inspection Records | |

Description of Records Requested:

Please describe the materials you are requesting in as much detail as possible: type of document, date, author, title, etc. If you need more room, please attach additional sheets. If your request includes personnel records, a signed release from the employee may be required.

Case Number _____ Name & DOB of involved person _____
Other _____

- City will respond to your request as soon as practicable and without unreasonable delay.
- If the estimated costs involved in fulfilling your request exceed \$25, the City will advise you for the estimated costs and require your approval before beginning the work.
- If the fee estimate exceeds \$25, a deposit may be required to begin the work.
- Full payments 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 according to the conditions set forth above. I understand 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 deposit of the estimated costs, if required. I also understand that the documents or records requested may not be immediately available for my review and that I may need to make an appointment to review the documents or records. I acknowledge that any documents or records made available to review must not be disassembled and must be left intact, and that I cannot make copies myself.

Signature of Requestor _____

Date _____

PUBLIC RECORDS REQUESTS

Res. 3044

Police & Fire Records

GAR 6. 20. 070

Police & Fire Department charges for reports and photographs are greater than other departments because of the significant amount of staff time required to screen the materials and blank out those parts which are not authorized for release. The General Public Records Fee applies to other types of records from these departments.

Reports

Accident report, all fire reports	\$10	for first 10 pages
	\$1	for each additional page
Other police reports	\$10	for first 10 pages
	\$1	for each additional page

Photographs

Printed	Actual cost of duplication plus \$5 service charge
CD	\$5

Background Checks

Local background check	\$5	per name
Letters relating to local background check	\$5	per letter

CAD call printouts

\$1 Per page

Body Worn Camera (BWC) Recording

\$30 Per hour of labor required to redact video;
1 hour minimum

* ORS 192.345(40)(B) states that a request for disclosure under this subsection must identify the approximate date and time of an incident for which the recordings are requested and be reasonably tailored to include only that material for which a public interest requires disclosure. In accordance with ORS 192.345(40)(b), please provide the information requested below:

Approximate date & time of the incident _____

Identify: 1) the public interest requiring disclosure and 2) the material necessary to satisfy the stated interest:

*attach additional pages if necessary