



UMATILLA COUNTY SHERIFF'S OFFICE

PUBLIC RECORDS REQUEST FORM

*Request may be submitted in person, by mail, or by e-mail. Please submit this form to:
Umatilla County Sheriff's Office - ATTN: Records - 4700 NW Pioneer Place - Pendleton, OR 97801
E-mail: ucscorecords@umatillacounty.gov - Phone: 541-966-3606.*

Date of Request: _____ Name of Requestor: _____

Agency or Company (if applicable): _____

Date of Birth (if you are requesting as an individual): _____ Phone No. _____

Mailing Address: _____

E-mail Address: _____

NOTE: State and federal law prohibits the disclosure of certain records and permits certain public records to be withheld from disclosure.

Records Requested: (Please describe the records you are requesting as specifically as possible. Include relevant dates and information pertaining to the record(s). If known, please include the Case and/or Incident numbers)

Upon receipt of this form, we will respond back indicating what records are available and the estimated cost. Please feel free to email or call with questions.

Pursuant to ORS 192.440, a public body may charge reasonable fees to make records available as well as reproduction charges, if applicable. You will be provided a written estimate if the cost may exceed \$25.00. All fees or deposits must be paid prior to the release of the records. The Umatilla County Sheriff's Office fee schedule outlines costs for specific records as follows:

CAD (Computer-Aided Dispatch) Incident Reports and Case Reports:	\$10.00
CAD Incident Reports and Case Reports if missing information (date, names, etc):	\$15.00
CAD Incident Reports and Case Reports if prior to 2008:	\$20.00
Research/Redaction per hour if in excess of one hour:	\$30.00
Photos or DVD/Video:	\$20.00
Copy of 911 Recording:	\$25.00

Requestor's Signature: _____
(Persons with disabilities may be entitled to have records transferred to an accessible format at no extra charge)

-----Office Use Only-----

Date Records Request Received: _____ By: _____