



**Police Department**  
 400 E Main Street  
 Cottage Grove, OR 97424  
 Phone (541) 942-9145  
 Fax (541) 767-4136  
 Email: jdrury@cgpolice.org

**PUBLIC RECORDS REQUEST**

NAME: \_\_\_\_\_ DATE OF REQUEST: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_  
 DATE/TIME OF INCIDENT: \_\_\_\_\_ CASE NUMBER: \_\_\_\_\_  
 TYPE/NATURE OF INCIDENT: \_\_\_\_\_  
 LOCATION OF INCIDENT: \_\_\_\_\_

REPORT/LOG NOTE: \$25       911 RECORDING: \$50       OTHER /PHOTOS: \$50

**\*Once your record request is approved, we will contact you. You must pay for your report at the Finance Desk in City Hall by cash or check. You must pay prior to picking up the report. Take your receipt to the Police Department to obtain your report.**

PREFERRED DELIVERY METHOD (if not picking up in person):

Regular Mail       Email \_\_\_\_\_       FAX \_\_\_\_\_

*FOR OFFICIAL USE ONLY*

**RESPONSE TO INFORMATION REQUEST**

BY: \_\_\_\_\_ DATE OF COMPLIANCE REQUEST: \_\_\_\_\_  
CUSTODIAN OF RECORD  
 BY: \_\_\_\_\_ DATE OF RECEIPT OF RECORDS: \_\_\_\_\_  
REQUESTOR

Information requested is exempt from inspection, copying or disclosure under the following selected statute:

- ORS 192.501 -- Public records conditionally exempt from disclosure
- ORS 192.501 -- Other public records exempt from disclosure
- ORS 419B.035 -- Reporting of child abuse
- ORS 802.177 -- Motor vehicle record exemption
- ORS 192.345(40) -- BWC video

By: \_\_\_\_\_ Date of denial of request: \_\_\_\_\_  
Custodian of Record

Right to Appeal

If your request for records has been denied, in whole or in part, you have the right to appeal this decision in writing to the Lane County District Attorney.