



# Grand Ronde Tribal Police Department Public Records Request

Office: 503.879.1821 Fax: 503.879.2417

**REQUESTOR INFORMATION:**

Date: \_\_/\_\_/\_\_\_\_

Request is for:    Inspection of public records             Copies of public records

Name: \_\_\_\_\_ Daytime Phone: (\_\_\_\_) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Fax Number: (\_\_\_\_) \_\_\_\_\_

**RECORD TYPE (Check all that apply):**

Police Report Number: **GRT-**\_\_\_\_\_             Photos             Recordings

Name Scan (GRT PD involvements ONLY)             Other:

Please describe the materials you are requesting in as much detail as possible -  
property address, case number, time frame, involved parties names and dates of birth, etc.

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**TURN PAGE OVER - YOUR SIGNATURE IS REQUIRED**



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Public records are writings containing information relating to the conduct of the public's business. Writings include handwritten, typed, photographed, electronic or otherwise recorded words, letters, pictures, sounds, symbols or combinations of any of these mediums (ORS 192.410}. There are numerous exceptions to the public records laws which allow a public body to refuse to disclose public records (ORS 192.496, ORS 192.501 and ORS 192.502). Public bodies are not required to explain or answer questions about their public records, nor are they required to create public records where none exists. Public bodies are required to make available for inspection and copying, subject to any applicable exemptions, only those records that exist at the time of the request

The department may need up to eight business days to initially respond to your request. Staff v.111 contact you [1] to advise that the records you requested are ready for your review; or [2] to provide a date when the records can be reviewed, picked up, faxed, or mailed; or (3) to advise that the request is being denied. If the Department denies your request to review the public record(s) or obtain copies, a written explanation of the reason for denial will be forwarded to you by the Police Records Office within a reasonable amount of time.

Most records available for public inspection are Grand Ronde Tribal Police Department property, **NOTHING CAN BE ALTERED, ADDED, OR REMOVED FROM THESE RECORDS.** Photographing documents is not permitted. Allowing the inspection and/or copying of public records in the custody of the Grand Ronde Tribal Police Department is not meant to waive or restrict any copyright, proprietary, confidentiality, privilege, exemption from disclosure, or other rights in said documents.

**I HAVE READ AND AGREE TO COMPLY WITH THE ABOVE CONDITIONS** and further agree to pay the costs of fulfilling this Public Records Request according to the conditions set forth above.

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Date

### **RECORDS STAFF ONLY HERE**

REQUEST APPROVED

REQUEST DENIED Reason: \_\_\_\_\_

\_\_\_\_\_  
Records Signature

\_\_\_\_\_  
Date