



PUBLIC RECORDS REQUESTS

POLICE RECORDS

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

Fill out Police Records Request Form

COURT RECORDS

Court Cases from the Newberg Municipal Court

Fill out General Records Request Form

GENERAL CITY RECORDS

All other record requests regarding the City of Newberg

Fill out General Records Request Form

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...