

THE (ROSEBURG) NEWS-REVIEW

Most commonly requested public documents in Douglas County

The following is a list of the most commonly requested documents from the Douglas County agencies contacted as part of the statewide public records audit. There is no charge to view documents, but agencies may charge a fee, based on their costs, to provide copies.

Douglas County Sheriff's Office

Accident reports

Crime reports Cost: \$8 for the first six pages, 25 cents per additional page.

Roseburg Police Department

Accident reports

Crime reports Cost: \$5 per report

City of Roseburg

Water account listings

Council meeting minutes Cost: \$1 plus 10 cents per page. Fee waived in most cases. Set fee of \$25 to \$30 for large documents, including the city budget. Cost of staff time charged if records search takes more than 30 minutes.

Roseburg School District

Budget

Policy manuals Cost: Most documents provided free of charge.

Online records Douglas County property assessments:

www.co.douglas.or.us/puboaa/default.asp Roseburg Police Department daily incident logs: www.roseburgpolice.com/public/activity.php

Obtaining a public document 1. Go to the office of the agency that either produced the document or in the case of letters or e-mail, the agency that sent or received it.

2. Make your request as specific as possible. An agency can ask for a written request, but under Oregon law you are not required to provide your name, address or telephone number.

3. Some records are exempt from public disclosure. These include criminal investigatory material, public employee discipline records and internal office memos. Agencies are allowed to black out private information, such as a person's home address and telephone number, from a document.

4. If a public body refuses to release a document, legal justification for the denial must be given.

5. Denials may be appealed. The Douglas County District Attorney's Office handles appeals for records requests made to the county, cities or special districts. The Attorney General's Office in Salem handles appeals for requests made from state agencies. There is no charge for those appeals. A civil action can also be filed in district court.

