

Lane County Public Records Requests

Lane County Government strives to provide access to information in a timely manner. For some records, Lane County requires community members to complete a records request form.

Lane County Government

- Community members may fill out a [Public Records Request Form](#) online. Public Record Request Forms must be submitted to: Lane County Administrator Liane Richardson, Public Service Building 125 E. Eighth Ave., Eugene, OR 97401; or request forms may be made to the Department Director for the Department that has custody and control of the requested records.
- Lane County will locate and assemble the record(s) requested, eliminating any records which are exempt from disclosure (ORS 192.410 to 192.505).
- If the estimated cost of locating, assembling, copying and reviewing the requested documents is less than \$25, the department may proceed with completing the records request.
- For costs exceeding \$25, Lane County will provide an estimate prior to starting the work. Fees cover the location, assemblage, copying, and review of the records as allowed under ORS 192.440.

Lane County Sheriff's Office

The Lane County Sheriff's Office Police Records Unit is the *point of contact for all Lane County Sheriff's Office records requests*, including police reports and incident logs.

Please be advised that law enforcement records are subject to different release criteria than other forms of public records. In cases where the Sheriff's Office cannot provide a record, the requestor will be provided with the specifics as to why their request could not be fulfilled, or be provided with a timeline for when the record will be releasable.

Community members requesting records will need to complete and submit the [Sheriff's Office Records Request Form](#). This form must be submitted in person,

or via mail. The Sheriff's Office cannot accept faxed or emailed requests. Community members may also fill out a [Request for Police Record Form](#)

- Pre-payment must accompany the request (click [Records Fee Schedule](#) to learn more). If the Sheriff's Office is not able to fulfill the request, in most cases, the fee will be refunded.

If you have questions about whether a Sheriff's Office record is releasable, or to obtain further information, please contact the Police Records Unit from 11 a.m. to 6 p.m., Monday through Friday and 11 a.m. to 3 p.m., Saturdays at 541-682-3775.

For more information, visit

www.lanecounty.org/departments/sheriff/PoliceServices

