



GLADSTONE MUNICIPAL COURT
PUBLIC RECORDS REQUEST

525 Portland Ave, Gladstone, OR 97027
Phone: (503)557-2772 Fax: (503)650-8938
municourt@ci.gladstone.or.us

(Please print or type, except for your signature)

Date: _____

Please supply as much information as possible to ensure accuracy when filing your request:

Case Number: _____ Date of Occurrence (approximate if unknown) _____

Name on Record: _____
Last First Middle AKA

Date of Birth: _____ Oregon Driver's Number: _____

Type of Record

Record Request

- Misdemeanor
- Ordinance violation
- Violation

- Copy of Disposition
- Copy of Disposition and Complaint
- Copy of whole file
- Other: _____
- Certified copy of any of the above
- Number of Copies _____

Requestor's Information

Name: _____

Address: _____

Phone #: _____

Email Address: _____

Check # _____ Amount of Check: _____

FEES

Please submit a check to cover the cost of copying, certifying and researching. If you do not know the exact amount of the copies to be made, send a blank check made payable to the "Gladstone Municipal Court" and in the memo line, write "Not to Exceed" and an amount you believe will cover the cost of the copies. Records staff will then fill-in the exact amount and send the receipt, along with the copies, in the self-addressed stamped envelope you have provided for that purpose. **Copy fee is .25¢ per page** (double sided is two pages), **Certified copies are \$5.00 per certification, Research fee \$41.00 per hour** (any file in storage.)

SELF ADDRESSED STAMPED ENVELOPE

Please include a self addressed stamped envelope that is large enough to hold the documents you have requested.

- State law does not require us to create new public records to respond to a request.
- State law does not require us to create new information using our computer programs or to create a new program to extract data in our computers in a manner you request.
- State law does not require us to develop or acquire new or additional software or programs to retrieve information you request.
- State law gives priority to our regular duties. It does not require us to provide records by a deadline you set. We process requests in the order we receive them. We try to respond promptly, but state law does not require us to interrupt our regular duties to respond to records requests. Staffing shortages and other circumstances or research requirements may delay a response. We will notify you of an estimated time if fulfilling your request will take longer than 20 business days.
- State and federal law requires or allows us to keep some information and records confidential.
- **Per Oregon State Archives Record Retention Schedule; Misdemeanor records are purged 10 years after the last action on the case. Violations are purged 5 years after the last action on the case.**