

**CITY OF NEWPORT, OREGON  
PUBLIC RECORDS REQUEST FORM**

TO: \_\_\_\_\_ Date: \_\_\_\_\_  
(City Recorder)

I request inspection ☐ and/or copies ☐ of the following records - provide sufficient information to identify the specific document(s) requested:

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\_\_\_\_\_  
(Name of Requestor)

\_\_\_\_\_  
(Address of Requestor)

\_\_\_\_\_  
(Daytime Phone Number)

\_\_\_\_\_  
(E-Mail Address of Requestor)

**Submit requests to: Erik Glover, Assistant City Manager/City Recorder at [e.glover@newportoregon.gov](mailto:e.glover@newportoregon.gov)**

(for office use only)

Your records request has been approved ☐ or denied ☐

Your request has been **approved** and the following estimated fees will be charged:

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

Fees paid: \_\_\_\_\_ TOTAL \$ \_\_\_\_\_  
(date)

Your request has been **denied** based on all or part of the requested records exemption for the following reasons:

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\_\_\_\_\_  
(Custodian Name)

\_\_\_\_\_  
(Custodian Title)

\_\_\_\_\_  
(Custodian Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(City Recorder Signature)

\_\_\_\_\_  
(Date)

To Whom It May Concern:

Pursuant to the Oregon Public Records Law, I hereby request the records listed below regarding the following four software programs:

- Thompson Reuters Clear (<https://legal.thomsonreuters.com/en/products/clear>)
- LexisNexis Accurint (<https://www.accurint.com/>)
- TransUnion TLOxp, which may also be part of the TruLookup system (<https://www.tlo.com/law-enforcement>)
- SoundThinking CrimeTracer, which was formerly a product called COPLINK X (<https://www.soundthinking.com/law-enforcement/crime-analysis-crimetracer/>) from the company formerly known as ShotSpotter

For each of the above mentioned platforms, please provide the following records:

- **CONTRACTS AND AGREEMENTS** — All contracts (as well as associated amendments, attachments, and exhibits) and agreements related to the acquisition and use of these "software" programs.
- **PURCHASE INFORMATION** — All invoices and purchase information for costs and products associated with the above-referenced platforms.

Please provide responsive materials for the period from January 1, 2021 through the date this request is processed.

The requested documents will be made available to the general public, and this request is not being made for commercial purposes.

In the event that there are fees, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not.

Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within 10 business days.

Sincerely,

James Moore