



## PUBLIC RECORD REQUEST FORM

Please complete this form and send to:  Oregon Department of State Lands Attn: Lorna Stafford 775 Summer St. NE, Suite 100 Salem OR 97301 Phone: (503) 986-5224; Fax: (503) 378-4844 Email to: lorna.stafford@state.or.us	For requests to our Bend office:  Oregon Department of State Lands Attn: Rhonda Ray 1645 NE Forbes Rd., Suite 112 Bend OR 97701 Phone: (541) 388-6112; Fax: (541) 388-6480 Email to: rhonda.ray@state.or.us
<b>CONTACT INFORMATION</b>	
Name:	Email:
Organization:	Phone:
	Fax:
Mailing Address:	
<b>REQUEST (Detail of records being requested)</b>	
<p>Please be as specific as possible. For example, specify file number, file name, site location (township, range and section). If your request involves a large number of documents, or if it is difficult to determine which documents you are interested in, we may contact you to set up an appointment for you to come in to our office to review the file(s). Please let us know what dates and times are most convenient for you to do this.</p>	
Signature:	Date:
<b>OFFICE USE</b>	
Date Received:	Assigned to:
Due Date:	Costs ( <i>see reverse side</i> ):

## FEES

Unless otherwise stated by rule, the Department of State Lands shall make charges for copies and services as follows:

(1) Per image for copies:

- State agencies – \$0.05
- General public when copies made by Department staff – \$0.25
- General public making their own copies – \$0.10
- Parties in contested cases, first 20 pages – \$0.25 each; additional pages – \$0.20

(2) Transcripts, reports, specialized maps, photos, etc. – cost of reproduction and handling.

(3) CDs – \$5.00\*

\*A **minimum fee of \$10.25** will be charged for a CD. This amount includes staff time to burn the CD, postage and mailing supplies. The \$5.00 fee will be charged for requests that involve more than one hour of staff time.

(4) Staff time, including time spent for research, collection of records, review for exemptions, redactions and separations, photocopying, and supervision of any on-site record inspections – \$21.00/hr.

### **Additional charges shall be added for the following:**

Actual cost incurred for legal advice relating to the request or the records.

Actual cost of postage and handling for mailing documents to the requestor.

### **Fee Waivers**

Due to dedicated funding sources, DSL may not waive its fees for furnishing public records. [39 Op Atty Gen 61 (1978); Oregon Attorney General's Public Records and Public Meetings Manual at 16]