



# Oregon

Tina Kotek, Governor

Higher Education Coordinating Commission

Office of the Executive Director

3225 25th Street SE

Salem, Oregon 97302

[www.oregon.gov/HigherEd](http://www.oregon.gov/HigherEd)

## **Public Records Request Form**

Complete this form if you wish to submit a hard copy request

*Mail To:*

Attn: Public Records Officer

Higher Education Coordinating Commission

3225 25th Street SE, Salem, Oregon 97302

### **Requestor's Information**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### **Details of Public Records Request**

Please provide specific details of your request, including dates, names, and other descriptive information:

[Write or type request here](#)

### **Fees**

*Oregon Public Records Law authorizes state agencies to charge reasonable fees to cover the actual costs associated with public information requests (ORS 192.440). The Higher Education Coordinating Commission will notify the requestor in writing if fees will be charged for staff research time and/or requested materials. All requests must be pre-paid prior to release of requested documents. All requests for a Public Interest Fee Waiver or Reduction will be evaluated on a case-by-case basis using information provided by the requestor as well as information independently available to the agency.*