

**Bureau of Labor and Industries (BOLI)
Civil Rights Division**

REQUEST FOR PUBLIC RECORDS

Requests can take up to 4 – 6 weeks to process after payment is received.

Requests to view or obtain copies of public records must be made in writing by mail or fax to:

Records Coordinator
Bureau of Labor and Industries, Civil Rights Division
800 NE Oregon St., Suite 1045
Portland, OR 97232-2180
Phone 971-673-0764 / Fax 971-673-0765
E-mail: public.records@state.or.us

GENERAL INFORMATION

* After receiving your request, the Division will send you a written response stating whether the requested records are available and the estimated cost. Our fee structure is detailed in part on the other side of this page. In that response, the Division will ask you to confirm that you want the records and send payment for the estimated cost. After receiving your written confirmation and payment for copies, the Division will make the requested copies. If you wish to view a case file, you will be contacted to schedule an appointment to view the records.

Requester's name _____ Name of organization _____

Street or mailing address _____ City _____ State _____ Zip code _____

Phone # _____ E-Mail Address _____

I request a copy I request to view

File Name (Complainant v Respondent): _____

Case Number: _____

I am requesting this as: The Complainant or Complainant Attorney
 The Respondent or Respondent Attorney
 A party unrelated to the participants of the case(s)

OVER 

As allowed under the Oregon Public Records Act, the Division calculates fees for responding to public records requests in the following manner: (excerpt from OAR 839-030)

- For copies of closed investigative files, a fee based on the weight of the file that factors in labor costs, copy costs, and postage or other delivery costs as detailed below:
 - Supervisor or administrator time: \$39.00 per hour
 - Clerical time: \$23.00 per hour
 - \$.20 per page for photocopies.
 - Actual costs for postage or other delivery costs.
- A fee of \$41.00 per hour, with a \$23.00 minimum, for public record requests that require electronic reproduction &/or to view a file
- Blank electronic reproduction media (BOLI will not permit requesters to provide diskettes or compact disks due to the possibility of computer viruses) at the following rates:
 - 3½” diskettes: \$1.00 each
 - Compact disks: \$1.50 each
 - 2 hour video cassettes: \$3.00 each
 - Audio cassettes: \$2.00 each
- For copies of public records other than closed investigative files, \$.20 per page for photocopies and labor costs at the rates stated above.
- \$.50 per page for copies by fax machine, with a 20 page limit.
- The costs of any necessary review of the requested public records by the Attorney General at the rate billed by the Department of Justice to BOLI.
- * Any other requests for records that are not included above will be charged a minimum of \$5.00