

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.