



PUBLIC RECORD REQUEST FORM

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| 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 |
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CONTACT INFORMATION

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| Name: | Email: |
| Organization: | Phone: |
| | Fax: |
| Mailing Address: | |

REQUEST (Detail of records being requested)

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.

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| Signature: | Date: |
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OFFICE USE

| | |
|----------------|------------------------------------|
| Date Received: | Assigned to: |
| Due Date: | Costs (<i>see reverse side</i>): |

Fees

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

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

Photocopies:
Copies made by DSL staff: 0.25
General public making their own copies: 0.10

Parties in contested cases 1st 20 pages 0.25
Each additional 0.20

Certified copies of DSL records 1st four (4) pages 5.00
Each additional 0.20

Maps: 1.25

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.

Transcripts, reports, specialized maps, photos, etc. available through DSL: a charge approximating the cost of reproduction and handling.

Additional charges shall be added for the following:

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

The actual cost of postage and handling for mailing documents to the Requestor.