

PUBLIC RECORDS REQUEST FORM & RESEARCH COST ESTIMATE
Oregon Department of Land Conservation and Development

1. What records are you requesting? Please be as specific as possible by including the name of the city or county whose records you are seeking and the time period that you are interested in.

2. In some cases, it may take staff some time to locate the records you have requested. Please provide a phone number or email address (providing your name is not required by state law) so we may contact you when the records you have requested are available.

3. The department is allowed to charge reasonable fees to cover the actual costs associated with public information requests. The following charges apply:

Copying charges:

- \$5.00 for each certified document containing five pages or less
- \$0.25/page for each page of a certified document in excess of five pages
- \$0.25/page for each page of an uncertified copy
- \$5.00 for each cassette tape recording

Research charges:

No charge for the first 30 minutes of staff time. Research time in excess of 30 minutes will be charged at \$15.00 per hour and will be assessed in 15-minute increments.

Estimate of costs (to be filled out by DLCD staff):

- Copying charge estimate: _____
- Estimated number of hours: _____
- Total Cost Estimate: _____

NOTE: The cost estimate is an estimate. Upon researching your item, it may be determined that additional time is required to meet your request.

If you have questions about your public information request, please contact:

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