



# MCB

**OREGON MORTUARY & CEMETERY BOARD**

*Regulating Death Care Facilities & Practitioners in Oregon.*

## Administrative Fees

Effective July 23 2013

*The Mortuary and Cemetery Board may charge a fee reasonably calculated to reimburse the agency for costs of providing and conveying copies of public records. A schedule of administrative fees will be approved as necessary by the Board and will be made available to the public. All fees must be paid before public records will be available for inspection or copies. OAR 830-020-0050(1)(2)*

*At the July 23 2013 the following administrative fees were approved by the Board Members:*

Hourly Rate	\$60 per hour, prorated in \$15 increments of 15 minutes, minimum \$15
Per page cost	\$1.00 first page of each document, .25 each additional page
Records provided on digital media	\$5.00 per compact disc; other media at actual cost; plus postage
Electronic lists of licensees and registrants	Staff hourly rate, page costs as stated above and postage or faxing rates apply. <i>(Licensees are listed on website.)</i>
Study Guides	\$25.00 per guide for staff time, materials and mailing in the USA. <i>(See cost of faxing per page below.) (The fee for examination application includes one study guide. Laws covered in the exam are available on website at no charge.)</i>
Copy of Meeting Minutes	Staff time, materials and postage or faxing are applicable. <i>(Available on website at no charge.)</i>
Copy of Meeting Agenda	No cost if emailed or mailed to single address. <i>(Available on website at no charge.)</i>
Wall Certificates	<i>\$15 per certificate</i>
Faxes	\$0.30 per page within local area, \$0.50 per page outside local area but still within USA. Maximum 20 pages per fax.
Verification of Licensure (Letter)	\$10 per license number, including lapsed and inactive numbers. <i>(No cost to another state agency.)</i>
AAG charges for Public Records Request consult	If the nature of a request requires the Board seek legal counsel regarding a record request, fees incurred for review, redacting material, segregating the records into exempt or non-exempt records, are the responsibility of the requestor. Actual costs charged by the DOJ for attorney's time will be applied. <i>(A fee may not be charged for the cost of time spent by an attorney in determining the application of the provisions of ORS 692.180.)</i>
NSF Check fee	Non-sufficient funds checks: \$15.00 for staff time and postage