

# Oregon Government Ethics Commission (OGEC) Procedure for Requesting Public Records

## Making a Public Records Request

A request for public records in the custody of the OGEC may be made by submitting a written request, as described below, or by using the OGEC Public Records Request form available on our website: [www.oregon.gov/OGEC](http://www.oregon.gov/OGEC) under the “featured links” column.

Written requests may be submitted in person, by mail, fax, or email. The request must include:

- The name of the person requesting the public record;
- A telephone number or contact email for the requestor;
- A mailing address for the requestor if they wish to receive the records by mail;
- And a sufficiently detailed description of the records being requested:
  - **SEI (Statement of Economic Interest)** – include name, position held, and year
  - **Lobbyist or Client/Employer of Lobbyist** – include name, quarter, and year
  - **Investigative File** – include case number, names of parties, or other descriptive information that will assist in identifying the record

## Calculation of Fees

- \$.25 per page for photocopies, electronic copies, or fax.
- The OGEC may require pre-payment of estimated fees before taking further action on a request.
- Payment is due before records are sent. Make check or money order payable to OGEC.
- The actual cost for delivery of records such as postage and courier fees.
- Actual cost for use of material and equipment for producing copies of non-standard records.
- Upon request, copies of public records may also be provided on a CD if the documents are stored in the OGEC computer system. Disks will be provided at a cost of \$5.00 per disk and may contain as much information as the disk will hold. Due to the threat of computer viruses, the OGEC will not permit requestors to provide disks for electronic reproduction of computer records.
- Labor that includes researching, locating, compiling, editing or otherwise processing information and records for large projects may be assessed a \$25 special project fee.
- \$5.00 for each true copy certification.
- Actual attorney fees charged to the OGEC for the cost of time spent by an attorney in reviewing the public records, redacting material from the public records or segregating the public records into exempt and nonexempt records.

The OGEC may furnish copies of public information without charge or at a substantially reduced fee if the OGEC determines that the waiver or reduction of fees is in the public interest because making the record available primarily benefits the general public, per ORS 192.440(5). The person requesting the public records must request a waiver or reduction of fees and must explain why allowing the waiver or reduction is in the public interest.

**If you have any questions please contact our office at:**

**Oregon Government Ethics Commission  
3218 Pringle Rd SE, Suite 220  
Salem, OR 97302  
Phone: (503) 378-5105  
Fax: (503) 373-1456  
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