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| http://oyanet.oya.state.or.us/ResourceCenter/Logos/oya_logo_small.png | **REQUEST FOR PUBLIC ANDYOUTH RECORDS** | State of OregonOREGON YOUTH AUTHORITY |

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| **Requester Name** |       | **Date** |       |
| **Mailing Address** |       |
| **E-mail** |       | **Phone Number** |       |
| **Title/Organization** |       |
| **Have you made the same request to any other OYA office, official, etc.?** | [ ]  Yes [ ]  No |
| **If yes, please identify who, where, etc.** (Duplicate requests may delay response): |
|       |
| **What are you requesting?** Please be specific in describing the records or information you are requesting **including any date range of records**. (Broad or expansive requests may delay response.) |
|       |
| **Does your request include any specific youth records? If so, please provide the following:** |
| **Name of youth:** |       |
| **Date of birth of youth:** |       | **JJIS #** (if known) |       |
| **Purpose: To help direct your request and expedite the process, please provide information about the request:**[ ]  Treatment [ ]  Medical [ ]  Sex offender registration [ ]  Education [ ]  Employment [ ]  Research[ ]  A legal or administrative proceeding [ ]  Other |
| Please explain:       |

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| **AGENCY RESPONSE** |
| **Please direct any questions or additional information regarding this request to:** |
| **Name** |       | **Title** |       |
| **Mailing Address** |       |
| **Email** |       | **Phone Number** |       |
| **In accordance with ORS 192.440(2), we can inform you that**:[ ]  OYA is not the custodian of the requested record(s).[ ]  OYA is uncertain if it is the custodian of the requested record(s). Further response to follow.[ ]  OYA is the custodian of at least some of the requested public records. |
|  | [ ]  We are uncertain of an estimated time or cost at this time. We will provide an estimate of the time and fees for disclosure of the public records within a reasonable time.[ ]  We estimate it will require       business days before the public records may be inspected or copies provided.**The estimated fee for making the records available is $**     **, which you must approve and pay as a condition of receiving the records**. If you want OYA to proceed with responding to your request, despite the estimated cost, confirm with the staff named above. |
| [ ]  Other  |       |
| Response Information: |       |
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| **Responding to Agency and Youth Records Requests**The Oregon Youth Authority (OYA) will respond to agency and youth records requests as outlined in its [Public Records Requests for Agency Records](http://www.oregon.gov/oya/policies/i-e-2.1.pdf) and [Requests for Youth Information and Records](http://www.oregon.gov/oya/policies/i-e-2.3.pdf) policies.**Public Records Costs and Fees**ORS 192.440 allows OYA to recover its actual costs in fulfilling public records requests. OYA may require the requester to cover the cost of compiling records and will consider a fee waiver if it is requested and determined to be in the public interest. The costs associated with complying with a public records request may include locating, photocopying, reviewing, redacting and delivering the documents. **If the estimated fee is greater than $25, OYA will provide the requester with written notice of the estimated amount of the fee. In such instances, the public records request will not be fulfilled until the requester confirms that the requester wants to proceed with the request despite the estimated cost**.The OYA fee schedule is as follows:* Copies - $.07 per page plus $25 per hour of staff time.
* OYA may charge standard state postage or mail service rates.
* OYA may charge for the standard state costs of materials such as CDs, DVDs or USB devices.

The law also allows OYA to recover the costs of staff resources required when complying with a request. Staff time is charged at the following hourly rates:

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| * Legal Staff — $175 per hour
* Professional Staff — $75 per hour
 | * Managerial Staff — $40 per hour
* General Clerical Staff -— $25 per hour
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**Authorization for Release of Information**OYA may release records or information about a youth currently or formerly in OYA custody with a completed and signed [Authorization for Release of Information](http://www.oregon.gov/oya/forms/YA0055.doc). Most requests for youth records will require an Authorization for Release of Information to be completed, signed and submitted by the named youth prior to the release of records or information. Any delay in receipt will impact the response time of such requests. **OYA Contact Information:** [Agency & Youth Records Request Information](http://www.oregon.gov/oya/pages/public_records.aspx)  |

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| **FOR OFFICE USE ONLY** |
| * **Request received by OYA Responder on**
 |       |  |
|  | **(Date)** |  |
| * **Clarification requested and received by OYA Responder on**
 |       |  |
|  | **(Date if applicable)** |  |
| * **An estimate of**
 | **$**       | **was provided to the Requester on** |       |  |
|  | **(Amount)** |  | **(Date if applicable)** |  |
| * **Approval to proceed with request, despite estimated cost, received from Requester on**
 |       |  |
|  | **(Date if applicable)** |  |
| * **Actual cost charged to the Requester**
 | **$**       |  |  |
|  | **(Amount)** |  |  |  |
| * **Information provided and request completed by**
 |       | **on** |       |  |
|  |  | **(OYA Responder)** | **(Date)** |  |
| * **Release reviewed by**
 |       | **on** |       |  |
|  | **(OYA Reviewer)** |  | **(Date)** |  |
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