



## Information Request Form

Please complete the information form below and return to:

Higher Education Coordinating Commission  
775 Court Street NE ■ Salem, OR 97301  
E-mail: info.HECC@state.or.us

### Requestor Information:

Name:	
Title:	
Organization:	
Address:	
Telephone (day):	
E-mail:	

### Details of request:

Please provide specific details of your information request:

### Fees:

*Oregon Public Records Law authorizes state agencies to charge reasonable fees to cover the actual costs associated with public information requests (ORS.192.440). The Higher Education Coordinating Commission will notify the requestor in writing if fees will be charged for staff research time and/or requested materials. For all documents of 20 pages or more, a standard fee of \$.25 per page is required. All document requests must be pre-paid by cash or money order prior to release of requested documents.*

Agency use only:

Date of receipt of request: \_\_\_\_\_ Fees chargeable: \$\_\_\_\_\_ Date of disclosure/  
Refusal to disclose: \_\_\_\_\_

Authorized by: \_\_\_\_\_

Signature: \_\_\_\_\_

Cost recovered (check one):  Total fee paid to agency  No Charge (initial here \_\_\_\_\_)