



Oregon
Department
of Agriculture

APRIL 2017

OREGON DEPARTMENT OF AGRICULTURE PUBLIC RECORDS REQUESTS

ODA will make public records available at cost, upon request, except those materials exempt from disclosure. The public records administrative rule, OAR 603-001-0125 through 0170, outlines our public records request process and allows us to recover costs incurred when responding to requests.

Requests should include contact information for the person making the request, including

- name
- address
- e-mail address
- telephone number
- fax number (if applicable)

Requests should identify as specifically as possible the

- type of record(s) requested
- subject matter
- approximate date(s)
- names of businesses and/or people involved
- the date by which the requestor hopes to obtain the records

Request copies of a public record in writing, by e-mail, fax, or post. **On online form is also available at <https://go.usa.gov/x54RZ>**

Email: info@oda.state.or.us

Fax: (503) 986-4750

Post : Oregon Department of Agriculture
Information Office
635 Capitol St. NE
Salem, OR 97301-2532

Certain types of public records are exempt by law from being released and usually involve confidential information. These exemptions are listed under ORS 192.501.

If a request for records can be fulfilled using less than 30 minutes of staff time, there will be no charge for the service.

Reimbursable staff time includes time spent locating records, reviewing records to delete exempt material, supervising the inspection of records, copying records, certifying records, and mailing records. Please note that we may charge for the cost of searching for records, regardless of whether or not we are able to locate the requested records.

If reimbursable staff time is estimated to be greater than 30 minutes, fees may be applied according to Oregon Administrative Rule 603-001-0145. Charges are as follows:

Records search by clerical staff @ \$20.00 per hour
Records search by managerial staff @ \$32.00 per hour
Records search by professional staff @ \$60.00 per hour
Records search by legal staff @ \$75.00 per hour
Copies @ current state printing & distribution price list
Media @ statewide price agreement with Office Max
Postage @ current postal rates

Please note: Fees will be charged for staff time required to redact exempt information from requested public records prior to release.

When we receive your written request, we will respond with an estimate of expected charges. Our response will contain an acknowledgment of the request, an initial indication about whether the records may be disclosed, an estimate of the cost of meeting the request, and the anticipated date when the information will be provided.

If you decide to continue with the request, we will prepare the requested records, and contact you in writing with a breakdown of charges and the final cost. We will provide you with a bill that can be paid

- in person (check, money order, cash, Visa, MasterCard, or Discover)
- by way of the mail (check, money order, Visa, MasterCard, or Discover)
- by fax (Visa, MasterCard, or Discover)

We will provide the requested documents after payment is received.

You may receive one free copy of a record, under certain conditions. Ordinarily there will be no charge for the following requests:

- When only one single copy of a public record is requested and the estimated staff time required is less than 30 minutes
- When material requested is distributed as part of a news release or public notice
- When requested material is distributed through mass mailing and readily available
- When the requester is a local, state, or federal public/governmental entity acting in a public function

ODA has fee waiver provisions for people including members of the news media and non-profit organizations. We are statutorily required to consider and grant reasonable requests to waive or reduce fees associated with fulfilling a public records request if the fee reduction is in the public interest because making the record available benefits the public.

To request a fee waiver, it is recommended that you complete and submit the Public Record Fee Waiver and Reduction Request Form, even if you have stated a fee waiver or reduction request in your original public records request. The completed waiver request form will help describe your ability to disseminate information and specifically identify the benefit to the public. This allows ODA to make a better determination in granting a fee waiver or reduction.

Send your completed Public Record Fee Waiver and Reduction Request form to

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If you do not receive the Public Record Fee Waiver and Reduction Request form, Please contact ODA at 503-986-4550.