

Public Record Fee Waiver/Reduction Request Form

Requestor Information

Name:		Date of Request:
Affiliation/Organization:		
Address:	State:	Zip:
Phone:	Email:	Fax (if applicable):

In accordance with ORS 192.324(4)(a), the public body may establish fees reasonably calculated to reimburse the public body for the public body's actual cost of making public records available, including costs for summarizing, compiling, or tailoring the public records, either in organization or media, to meet the request.

1. What records are you requesting?
2. What is the intended purpose of the requested records?
3. Describe your ability to distribute collected records to the public:
4. How will the requested records benefit the public?
5. If you are requesting information of a technical nature, the public interest standard demands a showing that you understand the information and you are able to distribute it to the public in a meaningful form. What is your ability to carry out this requirement?
6. Is there other information you would like to share with the department regarding the fee waiver or fee reduction request?

DELC will work with requesting parties to reduce costs by narrowing requests to only the information they really want. DELC may ask clarifying questions to assist in the records production process.

Arrangements may also be made to provide records review at an office location where the records are maintained rather than copying and emailing or mailing records.

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

By email: DELC.PRRrequest@DELC.oregon.gov

By regular mail:

Department of Early Learning and Care, Office of Child Care
Attn: Public Records Officer
700 Summer Street NE #350
Salem, Oregon 97301

For administrative use only:

Approved:	Denied:
Amount requested waiver/fee reduction \$	Amount waiver/fee reduction approved \$
DELC approval by:	Date:
Fee waiver number (if approved) #	

The Department of Learning and Care has fee waiver provisions for people including members of the news media, non-profit organizations and federal, state and local governments. The state public records law [ORS 192.440(4) and (5)] says an agency may waive fees for information provided in response to public record requests if the fee reduction is in the public interest because making the record available primarily benefits the general public. The fee waiver applies to DELC staff time only and does not apply to services provided by outside vendors including but not limited to the Oregon Department of Justice. DELC will bill requesters using the reduced-fee schedule for any costs above the waived amount, if costs are not waived in full.

Even if an organization has a fee waiver or is a government entity, DELC may still charge for either record review or copying based on the following factors:

1. Any financial hardship on DELC.
2. The extent of time, expense and interference with DELC's regular business.
3. The volume of the records requested.
4. The necessity to segregate exempt from non-exempt materials.
5. The extent to which the record request does not further the public interest or the needs of the requester.

Details of Request: please provide more details on your request and provide your answers to the six questions below.

DELC REQUIRES THAT A REQUESTING PARTY FILL OUT THIS FORM COMPLETELY.
Requests for fee-reduction or fee waiver will be evaluated on a case-by-case basis based on:

- The information provided by the requester; and
- The totality of circumstances at the time of the request. Previous requests and evaluations will not be considered as part of the evaluation.