



# Oregon

Kate Brown, Governor

## Board of Massage Therapists

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www.oregon.gov/OBMT

## Request for Public Records

1. IDENTIFICATION		
Name of Requester	Date of Request	Time of Request
Representing Requester (if applicable)	E-mail Address	Telephone
Street address	City	State/zip Code
2. NATURE OF REQUEST		
<p>Please be as specific as possible in defining the records you wish to see. If you do not know the specific name of the records you desire, indicate by a general written description of the type and content of information you wish to locate. Where possible, indicate limiting dates, topic(s), and person(s) referenced. Attach additional sheets if necessary.</p> <p><b>Note:</b> if this record contains information that is considered to be “trade secret” or otherwise exempt by Oregon public records law, that information will be redacted prior to inspection or reproduction.</p> <p><b>OBMT will contact you to make arrangements for you to inspect the record, and/or to notify you of the cost to reproduce and mail the record, and when it will be available.</b></p> <p><input type="checkbox"/> Request inspection only. You may inspect the record in the Oregon Board of Massage Therapists office.</p> <p><input type="checkbox"/> Request reproduction be picked up.</p> <p><input type="checkbox"/> Request reproduction be mailed.</p> <p>Requester's signature</p>		
3. CHARGES		
At estimate cost for fulfillment of the request will be calculated with applicable charges as outline below and provided to the requestor prior to record being reproduced or mailed. Payment is required before release of public record.		
Itemized Charges	Fee	Description
Copy charges	\$0.25/page	
CD Rom	\$25.00/hour	
Administrative Support Charges	\$20.00/hour	Billed in 1/10 increments
Management Review Charges	\$70.00/hour	Billed in 1/10 increments
DOJ Legal Charges	Hourly cost based on DOJ fee schedule	Billed in 1/10 increments