



Oregon

Tina Kotek, Governor

Board of Massage Therapists

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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

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.

Note: 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.

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.

- ☐ Request inspection only. You may inspect the record in the Oregon Board of Massage Therapists office.
- ☐ Request reproduction be picked up.
- ☐ Request reproduction be mailed.
- ☐ Request reproduction be emailed.

Requester's signature

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	
Administrative Support Charges	\$25.00 / hour	Billed by ¼ hour increments
Management Review Charges	\$40.00 to \$75.00 / hour	Billed by ¼ hour increments
DOJ Legal Review Charges	Hourly rate based on DOJ Fee schedule	Billed by ¼ hour increments