

# PUBLIC INTEREST FEE WAIVER OR REDUCTION REQUEST

### Important Submission Instructions

A request for a fee waiver or fee reduction for a Public Records Request of the Oregon Department of Veterans' Affairs may be made by submitting a completed RM4013 PUBLIC INTEREST FEE WAIVER OR REDUCTION REQUEST with a completed RM4011 PUBLIC RECORDS REQUEST via email to: [ODVA\\_Public\\_Records@odva.state.or.us](mailto:ODVA_Public_Records@odva.state.or.us). The requests may also be submitted by mail to the ODVA Records Officer, 700 Summer ST NE, Salem, OR 97301-1285; or they may be faxed to the ODVA Records Officer at 503-373-2156. Please see the following page for **How To Use This Form**.

### ODVA REQUIRES THAT A REQUESTING PARTY FILL OUT THIS FORM COMPLETELY

Date of Request		Name of Requesting Party	
Representing (Group or Organization)			
Address		City	State
Phone Number	Fax Number	Email	
1. Specific documents requested:			
2. General background/mission information regarding requesting individual/group/organization as this information relates to public record requests from the ODVA:			
3. Purpose for which the requesting party intends to use the requested information/records:			
4. Specific ability (and plans) of requesting party to disseminate the information to the general public:			
5. Explain how dissemination of the requested records/information will benefit the general public:			
6. Any other information that requesting party feels would be valuable in evaluating fee waiver/reduction request:			

## How To Use This Form

The Oregon Department of Veterans' Affairs (ODVA) 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 ODVA staff time only and does not apply to services provided by outside vendors. ODVA 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, ODVA may still charge for either record review or copying based on the following factors:

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

ODVA will, however, work with requesting parties to reduce costs by narrowing requests to only the information they really want. 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.

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#### **Note:**

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.