



Public Records Requests

Oregon Housing and Community Services want to ensure that members of the public and the media have appropriate access to the documents and records maintained by the department. We will respond to public record requests as soon as practical and without unreasonable delay.

How Can I Make a Public Records Request?

Requests for public records that are in the custody of Oregon Housing and Community Services may be made by submitting a written request. Requests may be submitted to:

Nicole Stoenner
Public Affairs Coordinator
725 Summer Street NE, Suite B
Salem, Oregon 97301-1266
Fax: 503.986-2020
Email: nicole.r.stoenner@oregon.gov

You can submit a request by mail, by fax or by email. The request may be submitted by mail, by fax or by e-mail.

What Should I Include in the Request?

The request must include the following information:

- The name and address of the person requesting the public record.
- The telephone number or other contact information for the person requesting the public record;
- A sufficiently detailed description of the record(s) requested to allow Oregon Housing and Community Services to search for and identify responsive documents.
- Whether the documents are requested in a paper or electronic format, or if you wish to inspect the documents.
- Whether a waiver or reduction of fees is requested. If so, please provide information on how the release of the documents would primarily serve the public interest.
- The request should:
 - Be dated;
 - Be signed by the person requesting the public record.

Are all Public Records Subject to Disclosure?

Most public records are subject to disclosure, but there are exemptions that are required by law.

Why Does OHCS Charge for Public Records Requests?

Oregon Housing and Community Services will charge a fee to recover the costs associated with responding to a public records request. These costs will include the following:

- Locating and retrieving requested documents
- Reviewing and redacting information protected by state law
- Time spent placing documents in usable formats
- The cost for copies of documents
- The cost for employees to supervise the review of documents by the requester.

OHCS will typically waive the first 30 minutes of staff time spent processing a public records request. In addition to the costs in the chart below, OHCS will charge for the actual costs associated with supplies and mailing costs.

Photocopies	\$.25/page
Certification of Public Record	\$5
Managerial staff time	\$32 /hour
Professional staff time	\$60 /hour
Clerical staff time	\$20 /hour
Legal review by Attorney General	\$75 /hour

Staff time is charged in 15-minute increments. The hourly rate is based on the work performed, not on the employee performing it. For example, if a manager is making photocopies, the charge will be at the clerical staff time rate.

OHCS will generate an invoice for completing the public records request. The requestor must pay the fee before the agency sends the requested records or makes them available for viewing.

When appropriate, OHCS may contact a requester to narrow a request or to clarify the request in order to respond to the requester's needs and reduce costs in staff time and money.

How Can I Pay the Fees?

Payment for fees associated with a public records request can be paid by check and mailed or delivered to:

Oregon Housing and Community Services
OHCS Cashier
725 Summer Street NE, Suite B
Salem OR 97301-1266

Make certain to include the invoice with your payment.

Will OHCS Waive Fees?

OHCS will waive the first 30 minutes of time spent processing a public records request. OHCS may also furnish copies of public records without charge or at a substantially reduced rate if the department determines that release of the documents would primarily be in the public interest as described in ORS 192.440(4). The person making the request must request this fee waiver or reduction and clearly demonstrate why it would primarily serve the public interest.

How Would I Appeal OHCS' Denial of my Public Records Request?

A person, who believes that the OHCS has unreasonably denied the release or inspection of documents under ORS 192.450, may submit a [petition](#) to the Attorney General.