

Request Number: _____

**General Services Division
PROCUREMENT OFFICE**2575 Center St.
Salem, Oregon 97301
Phone (503) 378-5893
FAX (503) 37-3161**Oregon Department of
Corrections****REQUEST FOR
PUBLIC RECORDS****1. IDENTIFICATION**

Name of Requester	Date of Request	Time of Request
Representing (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) or organizations(s) referenced. Attach additional sheets if necessary.

Please 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.

- Request inspection only. You may inspect the record in DOC's Procurement office.
- Request reproduction.
- Request that reproduction be mailed.

DOC Procurement 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.

Requester's signature _____

3. CHARGES

An estimate cost for fulfillment of the request will be calculated with applicable charges as outline below and provided to the requestor prior to records being reproduced or mailed. Payment is required before release of public record.

Itemized charges	Fee	Description
Copy charges – Straight Duplication	\$0.50/page	
Reviewed & Redacted copy	\$ 1.25/page	
Administrative Support Charges	\$22.00/hour	Billed in 1/10 increments
Analyst Charges	\$52.00/hour	Billed in 1/10 increments
Management Review Charges	\$70.00/hour	Billed in 1/10 increments
DOJ Legal Charges	\$147.00/hour	Billed in 1/10 increments