



# Oregon

Governor Kate Brown

## Housing and Community Services

North Mall Office Building  
725 Summer St NE, Suite B  
Salem, OR 97301-1266  
PHONE: (503) 986-2000  
FAX: (503) 986-2020  
TTY: (503) 986-2100  
[www.ohcs.oregon.gov](http://www.ohcs.oregon.gov)

### How to Submit a Public Records Request

#### Introduction

Oregon Housing and Community Services will fully comply with the Oregon Public Records Law and will respond to public record requests as soon as practical and without unreasonable delay. ORS 192.440(7) requires every public body to make available to the public a written procedure for making public record requests.

#### Making a Public Records Request

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

Sandy McDonnell  
Administrative Services Manager  
725 Summer Street NE, Suite B  
Salem, Oregon 97301-1266  
Fax: (503) 986-2020  
Email: [sandy.mcdonnell@oregon.gov](mailto:sandy.mcdonnell@oregon.gov)

The request may be submitted in person, by mail, by fax or by e-mail. The attached [form](#) is not required, but can be used to submit a 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; and
- A sufficiently detailed description of the record(s) requested to allow Oregon Housing and Community Services to search for and identify responsive records.
- Whether the records are requested in a paper or electronic format.

The request should:

- Be dated;
- Be signed by the person requesting the public record.

#### Clarification of Public Records Requests

If the request is unusual or the scope of the request is unclear, the department may request additional clarification before responding to the records request.

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### Costs for Public Records Requests

The Oregon Public Records Law allows agencies to recover the actual costs associated with responding to a public records request. The department has established fees reasonably calculated to provide reimbursement for the actual costs of making the public records available. These costs may include, but are not limited to the costs associated with processing the request: locating the records (including the cost of searching for records regardless on whether the records were located), making copies, redacting exempt or protected information, certifying the records and mailing the records. The department will provide an estimate of the costs associated with processing the request. The requestor must pay the fee before the agency will process the request or make the records available for viewing.

Standard Photocopies	.25 per page
Certification of public records	\$5.00
Labor Charges:	
Managerial Staff	\$53.22 per hour
Professional Staff	\$37.75 per hour
Clerical Staff	\$28.05 per hour
Legal Review	\$159.00 per hour
Supplies	Actual Cost
Mailing	Actual Cost
By Email – limited to 8 MB in size per email	Actual Staff Time
By Fax – Limited to 25 pages	\$1.00 per page/single sided

All time will be recorded 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 rate.

### Fee Waivers

Requests for fee waivers or reduced fees must be submitted in writing and will be evaluated on a case-by-case basis. The department will take into consideration the cost of producing the information and whether making the records available primarily benefits the general public. A person who believes that there has been an unreasonable denial of a fee waiver or fee reduction may petition the Attorney General in the same manner as the person petitions when inspection of a public record is denied under ORS 192.450.