

Oregon Department of Agriculture
635 Capitol Street NE
Salem, Oregon 97301

Public Record Fee Waiver and Reduction Request Form

Name _____ Date _____

Affiliation _____

Address _____

City _____ State _____ Zip Code _____

Phone number _____ Fax number _____ E-mail _____

Under Oregon Revised Statute 192.410 et seq. and Oregon Administrative Rules 603-001-0125 to 0165, waivers and reductions of fees associated with copying public records may be granted by the Oregon Department of Agriculture under certain circumstances. The information needed to evaluate a fee waiver or fee reduction request is outlined in the questions below. The department requires that this form be completed by the requesting party, before considering any fee waiver or fee reduction request.

Please answer the following questions.

1. What records are you requesting?

2. What is the intended purpose for the requested records?

3. What is your specific ability and plan to distribute the collected records to the general public?

4. How will the requested records benefit the general public?

5. If the requester is in search of technical information, the public interest standard demands a showing that the requester is able to understand that information and distribute it to the public in a meaningful form. What is your ability to carry out this requirement?

6. Is there other information the requester thinks would be valuable for the department in evaluating the fee waiver or fee reduction request?

Please complete the form and return it to the **Oregon Department of Agriculture, 635 Capitol Street NE, Salem, Oregon 97301.**

For department use only

Fee Waiver and Fee Reduction Evaluation

Fee Waiver and Reduction Evaluation

Approved _____ Denied _____

Amount of requested waiver/fee reduction \$ _____

Amount of waiver/fee reduction approved \$ _____

Department approval by _____

Date _____

FEE WAIVER NUMBER (if approved) # _____