



**OREGON ADMINISTRATIVE RULES  
OREGON DEPARTMENT OF FISH AND WILDLIFE**

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**General Rules**

**635-001-0311**

**Information Officers and Certification of Public Records**

(1) The following individuals are designated as information officers for all public records requests:

(a) Assistant to the Commission for agendas, reports, correspondence, and other files maintained by and for the Commission itself;

(b) Director of the Department, Deputy Directors, ~~Director~~ **Regional Managers, Division Administrators** of each ~~division~~ and section heads, for records and files of the Department and its staff;

(c) Each information officer must designate an alternate.

(2) Upon request, the information officer will give a certified copy of any released public record.

Stat. Auth.: ORS [~~192.440~~], **192.314, 192.319, 192.324**

Stats. Implemented: ORS [~~192.440~~], **192.314, 192.319, 192.324**

**635-001-0321**

**Requests to Inspect or Obtain Copies of Public Records**

**(1)** A request to inspect or **receive a copy of** a public record must:

**(a)** Be made in writing and must identify as specifically as possible the type of record (s), subject matter, approximate date(s), names of person(s) involved, **business or organization involved** [~~and the number of copies requested;~~] and

**(b)** The name, address, and phone number **and email address** of the person requesting the public records.

**(2)** Requests must be **submitted through the online form at**

**https://www.dfw.state.or.us/agency/public\_record/request.asp**; emailed to

~~[edfw.commission@state.or.us]~~ **ODFW.PublicRecords@state.or.us**; sent to the Office of the Director, 4034 Fairview Industrial Drive SE, Salem, OR 97302, **or** faxed to (503) 947-6042. [~~or emailed to~~

~~edfw.commission@state.or.us.] Requests for certain commercial fishing records (Vessel Records, Crab Permit Records, and Individual Records) must use the appropriate forms found online at **www.dfw.state.or.us/fish/commercial**.~~

1 Stat. Auth.: ORS [~~192.440~~], 192.314, 192.319, 192.324

2 Stats. Implemented: ORS [~~192.440~~], 192.314, 192.319, 192.324

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7 **635-001-0331**

8 **Fees for Inspection and Copies of Public Records**

9 **(1) As authorized by law, the Department charges [a] the following fees reasonably calculated to reimburse**  
10 **the Department for its actual cost in making public records available, including costs for summarizing,**  
11 **compiling or tailoring the public records, either in organization or media, to meet the request:**

12 (a) **Records search by clerical staff at \$25.00 per hour; \_\_\_\_\_**

13 (b) **Records search by managerial staff at \$40.00 per hour; \_\_\_\_\_**

14 (c) **Records search by professional staff at \$75.00 per hour; \_\_\_\_\_**

15 (d) **Copies at current state printing and distribution price list; \_\_\_\_\_**

16 (e) **Media at cost set forth in statewide price agreement;**

17 (f) **Postage at current postal rates;**

18 (g) **If the request appears to require Department services for which no fee has been**  
19 **established (computer time, travel, shipping cost, communication costs, etc.) the actual**  
20 **cost shall be determined or estimated by the Department.**

21 **(2) The Department may also include in the fee an estimate of the actual cost of anticipated time**  
22 **spent by an attorney for the Department in reviewing the public records, redacting material from the**  
23 **public records or segregating the public records into exempt and nonexempt records. The fee shall**  
24 **not include the cost of time spent by an attorney for the Department in determining the application**  
25 **of the provisions of ORS 192.311 to 192.478.**

26 **(3) If the Department can fulfill a request for records using less than 30 minutes of staff time, the**  
27 **Department shall not charge the requester.**

28 **(4) If in reviewing the request the Department determines that a fee will likely exceed \$25, the**  
29 **Department shall estimate the allowable fee and provide the requester with a written notification of**  
30 **the estimated amount of the fee.**

31 **(5) The requester must pay all fees in advance unless an agreement for later payment is approved by**  
32 **the Director.**

1 ~~[The fees for the most common cost elements are specified below. Fees for information requested in~~  
2 ~~formats other than those listed below will be determined on a case-by-case basis. All fees must be paid in~~  
3 ~~advance.~~

4 (a) ~~No charge for the first 30 minutes of staff time to provide the information requested. After that~~  
5 ~~point, \$28.00 per hour for staff time (billed in increments of \$7.00 per every 15 minutes or fraction thereof~~  
6 ~~—a prorated fee is not available for less than a quarter hour).~~

7 (b) ~~Actual attorney fees charged to the Department for the time spent by an attorney in reviewing the~~  
8 ~~public records, redacting material for the public records or segregating the public records into exempt and~~  
9 ~~nonexempt records.~~

10 (c) ~~No charge for printing or photocopying the first 10 pages. \$0.25 per single sided printed or~~  
11 ~~photocopied page after the first 10 single sided pages. \$0.50 per two sided printed or photocopied pages~~  
12 ~~after the first five two sided pages. \$0.30 for each page faxed to a requester (not including the cover page)~~  
13 ~~limited to a 20 page maximum.~~

14 (d) ~~\$5.00 per other electronic data provided on a CD.~~

15 (e) ~~When the request is for a list of names and addresses of license, permit or tag holders, the charge is~~  
16 ~~\$25.00 per list (in addition to any relevant charges above), or the \$5.00 CD fee if provided on a CD, or the~~  
17 ~~cost of other media (e.g., magnetic tapes, labels, etc.); plus \$0.01 per name for every name in addition to~~  
18 ~~the first 2,000 provided.~~

19 (f) ~~Actual material costs for providing records on audio tapes, video tapes, microfilm, magnetic tapes,~~  
20 ~~or other media not otherwise addressed above.~~

21 (g) ~~Actual costs of mailing and/or shipping records.~~

22 (h) ~~\$10.00 for each notarized signature or certified copy signature request.~~

23 (2) ~~The Department will not charge fees for providing public records to other state agencies.]~~

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25 Stat. Auth.: ORS [~~192.440~~], **192.314, 192.319, 192.324**

26 Stats. Implemented: ORS [~~192.440~~], **192.314, 192.319, 192.324**

1 **635-001-0335**

2 **Fee Waiver or Reduction**

3 **(1) Any person requesting a fee waiver or reduction from the Department must submit a**  
4 **completed Fee Waiver or Reduction Request Form to the Department through online**  
5 **submittal, email or to the address provided in OAR 635-001-0321(2).**

6 **(2)The Department may furnish copies without charge or at the following substantially reduced fees**  
7 **if the Department determines that a fee waiver or reduction of fees is in the public interest because**  
8 **making the record available primarily benefits the general public:**

9 (a) **Records search by clerical staff at \$20.00 per hour; \_\_\_\_\_**

10 (b) **Records search by managerial staff at \$32.00 per hour; \_\_\_\_\_**

11 (c) **Records search by professional staff at \$60.00 per hour; \_\_\_\_\_**

12 (d) **Copies at current state printing and distribution price list; \_\_\_\_\_**

13 (e) **Media at cost set forth in statewide price agreement;**

14 (f) **Postage at current postal rates;**

15 (g) **No additional cost considerations will be included in the invoiced amount passed on to**  
16 **the requester under this reduced fee structure; and**

17 (h) **DOJ, special attorney and other applicable legal fees, at \$75.00 per hour.**

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19 **Stat. Auth.: ORS 192.314, 192.319, 192.324**

20 **Stats. Implemented: ORS 192.314, 192.319, 192.324**

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