FROM	Stacy Katler
TO	Robert Samuel White
DATE	November 3, 2026, 9:15 AM PT
SUBJECT	**RE: Public Records Request**

How to submit request for public records: A request for public records that are in the custody of Board of Medical Imaging may be made by submitting a written request to the Board of Medical Imaging. The request may be submitted in person, by mail, by fax or by e-mail, as follows:
By regular mail:
Oregon Board of Medical Imaging
800 NE Oregon Street, Suite 1160A
Portland, OR 97232-2162
By FAX: [phone]
By e-mail: [email] (Call [phone] and let us know it's been submitted by email)
The request must provide the following information in writing:
1. Include name and address of the person requesting the public record;
2. Include telephone number or other contact information for the person requesting the public record;
3. Include a sufficiently detailed description of the record(s) requested to allow the Board of Medical Imaging to search for and identify responsive records;
4. Include the date of the request.

Calculation of Fees: NOTE - FEES MUST BE ADOPTED IN ADMINISTRATIVE RULES
1. OBMI shall waive a minimum of 30 minutes of staff time for all Public Records Requests after which fees may be assessed for additional staff time, applicable services and supplies required to fulfill a Public Records Request in accordance with the applicable fee-schedule below.
2. The hourly rate charged for additional staff time will be based on the level of skill or expertise required to complete the work performed. Meaning, if work done to fulfill a request requires clerical-level skills, agencies may only charge the clerical hourly rate time

2
spent on that portion of the work (as a maximum), even if a managerial-level or professional-level employee actually fulfills the request on behalf of the agency.
3. OBMI will not charge for staff time spent witnessing records inspection when the estimated cost of making public records available for inspection is:

* less than the cost of providing the requestor with a copy of the public record; or
* insignificant (requested public records are readily accessible and do not require review, redaction or segregation).
4. Fees will be charged for staff time required to redact exempt information from requested public

records prior to release.

Staff Time: NOTE - FEES MUST BE APPROVED IN RULE, OR THEY CANNOT BE CHARGED
Fees for staff time required to fulfill a Public Records Request shall not exceed:
* $25/hour for Clerical (administrative, office specialists, other support staff)

* $40/hour for Managerial (Program managers, PIOs)

* $75/hour for Professional (IT, HR, High-level Analyst)

* DOJ, special attorney and other applicable legal fees: at the actual hourly rate charged for Public Records Request-related services. Fees are subject to statutory limitations described in ORS 192.440(4)(b).

Production of Responsive Records
Fees generated by providing paper or electronic copies to requesters:
* Copies: Based on current state printing and distribution price list.

* Media: Based on statewide price-agreement with OfficeMax.

* Postage: Based on current postal rates.

Additional Cost Considerations
Miscellaneous fees related to production and release of responsive records:
* Expedited Archive retrieval

* Costs of software companies/contracts (as needed to manage the volume of request)

* Other 3rd party costs (in extreme circumstances)

Applicability of Fee Structure
This fee-structure does not apply to agency-specific records with established pre-set price per record (e.g. vital records, licenses, police reports; DMV motor-carrier fees, etc.) or fees assessed for notarized/certified copies of public records.

Kind Regards,

Stacy

Stacy Katler, DVM

Executive Director
Oregon Board of Medical Imaging
800 NE Oregon St. Suite 1160A
Portland, Oregon 97232-2162