State of Oregon Water Resources Department

Fee Waiver/Reduction Request Form

WRD has fee waiver provisions for all people including members of the news media, non-profit organizations and federal, state and local governments. The state public records law [ORS 192.440 (4) and (5)] says an agency may waive fees for information provided in response to public record requests if the fee reduction is in the public interest because making the record available primarily benefits the general public.

The fee waiver applies to WRD staff time only and does not apply to services provided by outside vendors. WRD will bill requesters using the reduced fee-schedule for any costs above the waived amount, if costs are not waived in full.

Even if a waiver/reduction request meets all criteria, WRD may still charge for either record review or copying based on the following factors:

1. Any financial hardship on WRD;
2. The extent of time, expense and interference with WRD's regular business;
3. The volume of the records requested;
4. The necessity to segregate exempt from non-exempt materials; or
5. The extent to which the record request does not further the public interest or the particular needs of the requester.

WRD will work with requesting parties to reduce costs by narrowing requests to only the information they really want. Arrangements may also be made to provide records review at a field office where the records are maintained rather than copying and emailing or mailing records.

Note:
Requests for fee-reduction or waiver will be evaluated on a case-by-case basis based on:

- **The information provided by the requester; and**
- **The totality of circumstances at the time of the request.**

Previous requests and evaluations will not be considered as part of the evaluation.

WRD requires that a requesting party fill out this form completely.

Mail to:	Public Record Request Coordinator 725 Summer St. NE, Suite A, Salem, OR 97301
Email to:	OWRD.publicrecords@water.oregon.gov
Fax to:	503-930-4303

Name of requesting party:		Date:
Representing (group/organization):		
Address:		
City:	State:	ZIP code:
Phone:	Email:	

Please complete the following request for information and be as specific as possible:

1. What records are you specifically requesting?

2. Please provide general background/mission information on requesting party and how this relates to public record requests from the WRD:

3. What is the purpose for which the requesting party intends to use the information/records requested? Please indicate clearly if there are any commercial purposes or if the information pertains to a judicial or legal proceeding.

4. Do you have any specific ability (and plans) of requesting party to disseminate the information to the general public?

5. Explain how dissemination of the records/information requested will benefit the general public:

6. Any other information that requesting party feels would be valuable in evaluating fee waiver/reduction request: