



Date: _____

ATTN: HFLC
Oregon Health Authority
800 NE Oregon Street, Suite 305
Portland, Oregon 97232

Re: Request for Disclosure of Public Records

I, _____, request that the Health Care Regulation and Quality Improvement Program and its employees make available for inspection or provide copies of the following records:

- 1. _____
- 2. _____
- 3. _____

- I wish to arrange to personally inspect the requested records.
- I wish to receive hard copies of the requested records.
- I wish to receive electronic copies of the requested records in the following format:
 - Emailed PDF
 - CD
 - Other: _____

A cost estimate for these records can be sent to me by:

- E-mail, my e-mail address is: _____
- Mail, my address is: _____
- Fax, my fax number is: _____
- Other, please describe: _____

Requestor's Signature: _____
This is a legal document. If you are submitting it electronically, please type your name as it appears on your driver's license.

If you need this information in an alternate format, please call our office at (971) 673-0540 or TTY (971) 673-0372.

Records Request Fees

Below is a brief description of the fees for staff time, record duplication, and record delivery that may be associated with a records request.

1. **Staff time** will be charged at \$28.00 per hour, after the first 30 minutes, to be billed in increments of 15 minutes.
 - a. Cost for actual duplication of the records will be charged in addition to the staff time charges.
2. **Duplication of the records**
 - a. **Single-sided copies**
 - i. No charge for the first 10 single-sided copies.
 - ii. Each single-sided copy after the first 10 single-sided pages will be charged at \$0.25 per page.
 - b. **Double-sided copies**
 - i. No charge for the first 5 double-sided copies.
 - ii. Each double-sided copy after the first 5 double-sided pages will be charged at \$0.50 per page.
 - c. **Other Media Types** - Actual cost of materials will be charged for producing information on other media types, including but not limited to: audio tape, video tape, CD, DVD, microfilm, magnetic tape, or other media not listed above.
3. **Delivery of records**
 - a. **On-site Delivery** - There will be no delivery charge for records picked up at the location where the records exist.
 - b. **Facsimile** - There will be a charge of \$0.30 for each page faxed (after the 10 single-sided pages)
 - c. **Mail or Other Delivery Service** - The actual cost of mailing or shipping the materials will be charged.

If you have questions regarding the Disclosure of Records Request Form or fees please contact our office at (971) 673-0540.

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