



SPRINGFIELD UTILITY BOARD

Public Records Fee Waiver/Reduction Request

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

SUB will provide up to six (6) pages, 8-1/2" x 11", of existing public records that do not require additional staff time to compile to any person or entity at no charge, and a formal waiver request is not required. When the response to a public records request is anticipated to take more than one (1) hour of staff time or requires more than six (6) pages of copy, a formal request for fee waiver or reduction is required on the attached form.

SUB will evaluate each request for fee waiver or reduction on a case-by-case basis.

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

If a non-profit organization wants a fee waiver, the executive director or president of the organization must make the request.

Mail to: General Manager's Office Springfield Utility Board PO Box 300 Springfield, OR 97477	Fax to: 541-746-0230 ATTN: General Manager's Office
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SUB requires that a party requesting a fee waiver or reduction fill out the attached form completely.



SPRINGFIELD UTILITY BOARD

Public Records Fee Waiver/Reduction Request

Name of Requesting Party:		Date:
Representing (group/organization):		
Address:		
City:	State:	Zip:
Phone:	E-mail:	

Please respond to the following:

1. Specific records requested:

2. Describe your ability to disseminate or use this information in a way that will lead to a greater public understanding of it:

3. Explain how dissemination of the records primarily benefits the general public and specifically which members of the general public will benefit:

4. Do you, or anyone you represent, have a commercial interest in this information? If so, please describe:

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