

City of St. Helens

265 Strand Street
St. Helens, OR 97051
503.397.6272

Application for Waiver or Reduction of Fees Public Record Request

ORS 192.324(5) allows the City to waive or reduce fees for public records requests and ORS 192.324(6) provides a process for petitioning from unreasonable denials of fee waivers or reductions. Persons interested in requesting a fee waiver or reduction must meet the following test:

The custodian of the public records for the City of St. Helens may furnish copies of public records without charge or at a substantially reduced fee if the custodian determines that the waiver or reduction of fees is in the public interest because making the record available primarily benefits the general public.

Requests for fee waivers or reduction in fees for public records requests must contain the following information:

Date: _____

Name: _____

Address: _____

Phone: _____

Case/File No: _____

Information Requested: _____

Purpose for which the requestor intends to use the information: _____

Is the information already in the public domain? _____

Can you disseminate the requested information to the public? _____

Can you pay the established fees? (This alone is not the basis for a fee waiver) _____

This information will be used to make a determination of reduced or waived fees. If additional space is needed to answer any of the questions, please use additional paper.

FOR OFFICE USE ONLY

Date Received:

Received By:

☐ **Fees Waived**

☐ **Fees Reduced**

☐ **Fee Waiver Denied**

Amount Due: _____

By:

Date: