



# Oregon

Kate Brown, Governor

Department of Human Services

Public Records Unit

500 Summer St. NE, E-62

Salem, OR 97301

Voice: 503-945-5617

Fax: 503-581-6198

TTY: 503-945-5896

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Avery Horton

[averyhorton@gmail.com](mailto:averyhorton@gmail.com)



RE: Public Records Request

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Dear Requestor:

Our I.T. Department has retrieved data regarding your request. Before releasing, each document needs to be reviewed to ensure confidential information is not contained. Confidential information will be removed.

We estimate that each document will take two minutes to review. Some will take substantially less, and some will take substantially more. Please review the calculation of fees:

|               |              |         |                 |         |
|---------------|--------------|---------|-----------------|---------|
| .5            | hours        | \$40.00 | (Public Records | \$20.00 |
|               | *            |         | Unit) =         |         |
| 1             | hours        | \$75.00 | (I.T.           | \$75.00 |
|               | *            |         | Department) =   |         |
| <b>Total</b>  | <b>57.50</b> |         |                 |         |
| <b>Cost =</b> |              |         |                 |         |

The totals above reflect the estimated time to complete the request minus the waived first 30 minutes of time the I.T. Department spent on your request. If time incurred is lower than estimated above, you will be charged for only time spent. In no case will we charge more than the estimated cost above. You may request a waiver of fees or a reduction in fees. If you are going to request a waiver or reduction of fees, please explain why disclosure is required and in the public's interest for DHS to consider the waiver or reduction in fees.

Please advise of your desired course of action. Payment is required before commencing work on this request.

Thank you,  
DHS Public Records Unit