

**DESCHUTES COUNTY DISTRICT ATTORNEY'S OFFICE (DCDA) Public Records
Process**

Request portal:

Request should be made through *<http://dcda.us/>*

Submit your request online using the submission form. You will receive a confirmation email that acknowledges your request.

Mail a written request to:

Deschutes County District Attorney's Office
Attn: Public Records Request
1164 NW Bond Street
Bend, Oregon 97703

Fee Schedule for Public Records Requests

Payment of fees is required before records are released.

Due to staffing limitations, DCDA may require payment of the estimated cost before processing large or time consuming requests. Once the estimated payment is received, the requestor will receive an estimate of the amount of time needed for the request. When possible, DCDA will providing information in batches to avoid delay when the request is voluminous.

DCDA shall waive 60 minutes of staff time for all Public Records Requests after which fees may be assessed for additional staff time, applicable services and supplies required to fulfill a Public Records Request in accordance with the applicable fee-schedule below. The hourly rate charged for additional staff time will be:

\$25 (1st hour)

\$55/hour Records Request (after 1st hour)

\$55/hour for Records Request Submitted by Insurance Services

Fees are subject to statutory limitations described in ORS 192.440(4)(b).

Exceptions may occur and the 60 minute waiver may be denied if there is abuse by the requestor by: 1) Fragmenting a request that if taken in the aggregate would amount to significantly more than 60 minutes; or 2) Submitting multiple small requests in a short time-frame causing an undue burden on the agency.

Production of Responsive Records Fees

When DCDA is providing paper or electronic copies to requesters additional fees may apply.

Copies: Based on current discovery fee schedule.

Media: Based on current discovery fee schedule

Postage: Based on current postal rates.

Voluminous or special requests may incur additional costs. Estimates will be provided to the requestor in advance of completing the request.

Additional Cost Considerations

Miscellaneous fees related to production and release of responsive records may include:

Expedited Archive retrieval \$50

Costs of software companies/contracts (as needed to manage the volume of request)

Other 3rd party costs (in extreme circumstances)

Estimates will be provided to the requestor in advance of completing the request.

Fee Waiver

DCDA is statutorily required to consider and grant reasonable requests to waive and/or reduce fees associated with fulfilling a public records request when doing so is in the public interest because providing access primarily benefits the general public. Waiver may result in full, in-part or a reduced fee schedule.

DCDA will use the criteria outlined in ORS 192.440(5). Requests for fee-reduction or waiver will be evaluated on a case-by-case basis based on: 1) The information provided by the requester; and 2) The totality of circumstances at the time of the request. Previous requests and evaluations will not be considered as part of the evaluation.