

**HOW TO USE THIS FORM:**

Travel Information Council has fee waiver provisions for people including members of the news media, non-profit organizations and federal, state and local governments. The state public records law [ORS 192.440 (4) and (5)] says an agency may waive fees for information provided in response to public record requests if the fee reduction is in the public interest because making the record available primarily benefits the general public.

The fee waiver applies to Travel Information Council staff time only and does not apply to services provided by outside vendors. Travel Information Council will bill requesters using the reduced fee-schedule for any costs above the waived amount, if costs are not waived in full.

Even if an organization has a fee waiver or is a government entity, Travel Information Council may still charge for either record review or copying based on the following factors:

1. Any financial hardship on Travel Information Council;
2. The extent of time, expense and interference with Travel Information Council 's regular business;
3. The volume of the records requested;
4. The necessity to segregate exempt from non-exempt materials; or
5. The extent to which the record request does not further the public interest or the particular needs of the requester.

Travel Information Council will, however, work with requesting parties to reduce costs by narrowing requests to only the information they really want. Arrangements may also be made to provide records review at an office location where the records are maintained rather than copying and emailing or mailing records.

**Travel Information Council requires that a requesting party fill out this form completely.**

**Mail to:** Attn: HR Manager  
Travel Information Council  
1500 Liberty St. SE  
Salem, OR 97302

**Email to:** [Deeh@oregontic.com](mailto:Deeh@oregontic.com)

**Fax to:** [503-378-6282](tel:503-378-6282)

**Note:**

Requests for fee-reduction or waiver will be evaluated on a case-by-case basis based on:

- The information provided by the requester; and
- The totality of circumstances at the time of the request.

Previous requests and evaluations will not be considered as part of the evaluation.

Travel Information Council requires that a requesting party fill out this form completely.

Name of requesting party:		Date:
Representing (group/organization):		
Address:		
City:	State:	Zip-code:
Phone:	E-mail:	

**PLEASE COMPLETE THE FOLLOWING QUESTIONS:**

<b>1. Specific documents requested:</b>
<b>2. General background/mission information regarding requesting individual/group/organization as this information relates to public record requests from the <u>Travel Information Council</u>:</b>
<b>3. Purpose for which the requesting party intends to use the information/records requested:</b>
<b>4. Specific ability (and plans) of requesting party to disseminate the information to the general public:</b>
<b>5. Explain how dissemination of the records/information requested will benefit the general public:</b>
<b>6. Any other information that requesting party feels would be valuable in evaluating fee waiver/reduction request:</b>