



# PUBLIC RECORD REQUEST

Please complete this form to request a public record. *Please read the request procedure on Page 2.*  
 (For Driver and Motor Vehicle records, contact a DMV office or visit [www.oregon.gov/ODOT/DMV](http://www.oregon.gov/ODOT/DMV).)

## Section A – Requester information

NAME OF REQUESTING INDIVIDUAL		TITLE	
PHONE	FAX	E-MAIL	
FIRM OR TRADE NAME			
MAILING ADDRESS			
CITY		STATE	ZIP

## Section B – Record(s) requested

Describe the record you are requesting. Please be as specific as possible and include enough detail to assist ODOT staff in locating the record(s). For multiple records, attach additional pages.

DESCRIPTION OF RECORDS REQUESTED
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## Section C – Receiving record(s), certification

Please specify the delivery date desired, preferred method of receiving the requested record(s), and whether you require the records to be certified.

- |  |  |
|--|--|
| <input type="checkbox"/> I would like to receive the requested records no later than: _____ (DATE) | I prefer to receive the record(s)                                    |
| <input type="checkbox"/> I would like to have the record(s) certified.                             | <input type="checkbox"/> By postal mail at the mailing address above |
|  | <input type="checkbox"/> By e-mail at the e-mail address above       |
|  | <input type="checkbox"/> In person                                   |

Have you contacted any other area(s) of ODOT about this request? If so, please list.

AREA(S) OF ODOT CONTACTED REGARDING THIS REQUEST
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By signing below I certify that the information above is true and correct to the best of my knowledge.

SIGNATURE OF REQUESTING INDIVIDUAL	DATE
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### ODOT STAFF USE ONLY

#### Estimate

An estimate of \$ \_\_\_\_\_ (AMOUNT)  
 was provided on \_\_\_\_\_ (DATE)  
 by \_\_\_\_\_ (ODOT STAFF)

#### Request status

- Authorization to proceed \_\_\_\_\_ (DATE)
- Request withdrawn \_\_\_\_\_ (DATE)
- Information provided and request completed \_\_\_\_\_ (DATE)
- Information not provided – law excludes information requested
- Other \_\_\_\_\_ (DETAIL)

#### Payment status

Amount received \$ \_\_\_\_\_

Cash     Check \_\_\_\_\_ (NUMBER)

Other \_\_\_\_\_ (DETAIL)

SIGNATURE OF RECORD CUSTODIAN
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ODOT Staff: Upon completion of this section, forward completed form to: ODOT Records Officer  
 355 Capitol St. NE, Room 23  
 Salem, OR 97301-3871  
 Fax: (503) 986-4025

# HOW TO REQUEST A PUBLIC RECORD FROM ODOT

## General information about ODOT records

As described in Oregon Revised Statute 192.420, every person has a right to inspect any public records of a public body in this state, except as otherwise expressly provided by ORS 192.501 through 192.505.

ODOT will provide copies of the public record in the format requested, if available. If the public record is not available in the format requested, it will be made available in the format in which it is maintained.

ODOT will certify true copies of public records upon request. A reasonable period, as determined by ODOT, shall be allowed for the records to be located and assembled.

## ODOT record fees

Unless otherwise provided by statute or administrative rule, the fees shall be calculated, per Oregon Administrative Rule 731-001-0025, as follows:

- Labor charge, \$25 per hour (includes researching, locating, compiling, editing, or otherwise processing information and records)
- Photocopies, 25 cents per page
- Records transmitted by fax, \$5 for the first page, \$1 for each additional page; limited to a maximum of 20 pages, not including cover page
- Compact disk or 3.5-inch computer disk, \$5 per disk
- Copy certification, \$5 per copy
- Actual cost for use of material and equipment for producing copies of nonstandard records
- Actual cost for delivery of records, such as postage or courier fees
- Actual cost of time spent by an attorney reviewing the public records, redacting material from the public records, or segregating the public records into exempt and nonexempt records.

ODOT may charge for search time even if the custodian of the record fails to locate any record(s) in response to the request, or if the record(s) located is subsequently determined to be exempt from disclosure.

Due to dedicated funding sources, ODOT may not waive its fees for furnishing public records. [39 Op Atty Gen 61 (1978) Manual at 14] A requester who believes there has been an unreasonable denial of a fee waiver or fee reduction may petition the Attorney General.

These fees do not apply to records available through Driver and Motor Vehicle Services.

## Procedure

1. Requester submits completed Public Record Request (Page 1 of this form) to the appropriate address below.
2. ODOT responds to the requester within 10 business days after receiving the request. The response will acknowledge the request, include an estimate of the expected cost of meeting the request, and the approximate date and location at which the information will be provided.
3. ODOT locates and assembles the record(s) requested, eliminating any record(s) exempt from disclosure. ODOT calculates actual search time and reproduction costs and notifies requester of the balance due.
4. Requester submits balance due to ODOT.
5. ODOT sends record(s) requested to the requester.

## Submitting requests

### ***For personnel requests***

*Submit request to:*  
Human Resources  
HR Record Custodian  
355 Capitol St. NE, Rm. 102  
Salem, OR 97301-3871  
Fax: (503) 986-3862  
Phone: (503) 986-3828

### ***For risk-management requests***

*Submit request to:*  
Office of Employee Safety  
Risk Management  
Coordinator  
2775 19th St. SE  
Salem, OR 97302-1503  
Fax: (503) 378-3481  
Phone: (503) 378-5032

### ***For construction requests***

*Submit requests to:*  
Construction Section  
800 Airport Road SE  
Salem, OR 97301-4792  
Fax: (503) 986-3096  
Phone: (503) 986-3000

### ***For all other requests***

*Submit requests to:*  
Business Services Section  
ODOT Records Officer  
355 Capitol St. NE, Room 23  
Salem, OR 97301-3871  
Fax: (503) 986-4025  
Phone: (503) 986-3277