

# Aerial Photo Request

## Requester information

Name:  Business name:   
 Mailing address:  Street address:   
 City, state, ZIP:  City, state, ZIP:   
 Phone:  Fax:  E-mail:

## Photo information:

Years looking for:  Examples: 1965-1985, before 1981, most recent

You may submit the Web address (URL) of a photo or map that shows the location you desire.

URL:

If an URL is not included in the space above, please describe the area. A thorough description is very important; the following is an example of a good description:

“I am looking for any aerial photos you might have of the town of Eddyville, OR, located about 25 miles west of Corvallis along US20, specifically the intersection of US20 and Nashville Road. I’m interested in the stretch of highway 500 feet north and south from this intersection.”

Detailed description of area:

## Submitting the request

Fax request to: (503) 986-3548

Mail or deliver request to: ODOT Geometronics  
Aerial Photo Request  
200 Hawthorne Ave. SE  
Salem, OR 97301-5193

[Click to submit by e-mail](#)

See Page 2 of this application for information on fees, procedures, and ODOT public records policy.

## Response from ODOT:

The estimate for your request is \$\_\_\_\_\_. Your approval is required to proceed with estimates of more than \$25. Please sign to indicate your approval and return this form to ODOT:

Signature indicating approval: \_\_\_\_\_ Date: \_\_\_\_\_

### Office use only

Estimate of \$ \_\_\_\_\_ provided on \_\_\_\_\_ (date) by \_\_\_\_\_ (ODOT employee)

Request status:

- Authorization to proceed \_\_\_\_\_ (date)  Request withdrawn by requester \_\_\_\_\_ (date)  
 Information provided, request completed: \_\_\_\_\_ (date)  Information not provided (law excludes information requested)  
 Other: \_\_\_\_\_ (describe)

Amount received: \$ \_\_\_\_\_ Form of payment:  Cash  Check  Other \_\_\_\_\_ (detail)

Record custodian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Forward completed form to ODOT Records Officer, 355 Capitol St. NE, Salem OR 97301-3871

# Requesting public records from the Oregon Department of Transportation

## General information about ODOT records

Per Oregon Revised Statute (ORS) 192.420, every person has a right to inspect any public record of a public body in this state, except as expressly provided by ORS 192.501 to 192.505.

The Oregon Department of Transportation (ODOT) will provide copies of public records 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.

## Fees for ODOT records

Unless otherwise provided by statute or other administrative rule, fees shall be calculated as follows (per Oregon Administrative Rule [OAR] 731-001-0025):

- Labor charge at \$25 per hour that includes researching, locating, compiling, editing, or otherwise processing information and records.
- 25 cents per page for photocopies.
- Records transmitted by e-mail are \$5 per e-mail and limited to 10 megabytes in size per e-mail.
- Records transmitted by fax are \$5 for the first page and \$1 for each additional page, limited to a 20-page maximum, not including cover page.
- Compact disk (CD) or 3.5-inch computer disk at a cost of \$5 per disk.
- Copy certification is \$5 per copy.
- Actual cost for use of material and equipment for producing copies of non-standard records.
- Actual cost for delivery of records, such as postage and 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 non-exempt 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 are subsequently determined to be exempt from disclosure.

## Procedure

ODOT Procedure ADM 07-04-01:

1. Requester submits completed public record request (Page 1 of this application) to appropriate address.
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 the requester of the balance due.
4. Requester submits balance due to ODOT.
5. ODOT provides requested records to the requester.