

670 Hawthorne Avenue, SE  
Suite 220  
Salem, Oregon 97301

tel. 503.362.2666  
email: [osbeels@osbeels.org](mailto:osbeels@osbeels.org)  
Web: [www.oregon.gov/osbeels](http://www.oregon.gov/osbeels)

## ***Public Records Request***

### **About this form**

Use this form to request a public record from the Oregon State Board of Examiners for Engineering and Land Surveying (OSBEELS) under Oregon Revised Statute (ORS), Chapter 192. To assist the Board office in its effort to process your request, please be specific when identifying the document(s) or record(s) by name.

For example, "December 2013 Examinations and Qualifications Committee meeting minutes," "Final order and settlement agreement for regulation case #1111" or "Copies of my FE application materials from the October 2013 examination administration."

The Board office may not be the custodian of the document or record you are requesting. If records are held by another public body, you must make a request directly to that agency. The Board will notify you if it is not the custodian of the requested records and will provide you with the name of the custodial agency.

### **Fees**

Fees are calculated pursuant to OAR 820-001-0020. Fees may also include legal costs, which include Assistant Attorney General (AAG) charges for reviewing and separating records and related legal administrative support charges. If you choose to personally inspect the requested records, there may still be fees associated with your request.

OSBEELS will estimate charges for responding to records requests that are estimated to be \$25 or more. No written estimate is required if the cost to produce the record is less than \$25. However, OSBEELS may still provide a written estimate or may otherwise notify the requestor of the costs.

OSBEELS may allow a waiver/reduction of fees if OSBEELS determines that the waiver/reduction of fees is in the public interest and that making the record available primarily benefits the general public. A person who believes that there has been an unreasonable denial of a fee waiver or fee reduction may petition the Attorney General in the same manner as a person petitions when inspection of a public record is denied under ORS 192.450 to 192.505.

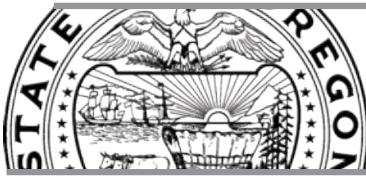
### **How to complete this form**

**Step 1:** Review Oregon Administrative Rule (OAR) 820-001-0020. A copy of this rule is provided on Page 2 of this document.

**Step 2:** Complete the Public Records Request form in its entirety. Please print legibly or type.

**Step 3:** Send completed form to the Oregon State Board of Examiners for Engineering and Land Surveying (OSBEELS):

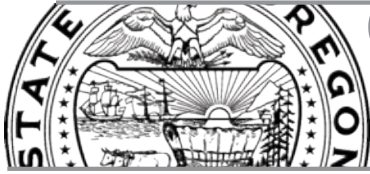
OSBEELS  
670 Hawthorne Ave SE  
Suite 220  
Salem, OR 97301  
**Email:** [osbeels@osbeels.org](mailto:osbeels@osbeels.org)  
**Fax:** 503-362-5454



## ***Public Records Requests***

### **Oregon Administrative Rule (OAR) 820-001-0020 - Fees for Public Records and Publications**

- (1) All requests for copies of public records pertaining to the Oregon State Board of Examiners for Engineering and Land Surveying, shall be submitted in writing, electronic mail, or by completion of the Public Records Request form provided by the Board. Requests are subject to disclosure according to the Public Records Law, ORS Chapter 192.
- (2) The Board may charge a fee reasonably calculated for costs of providing and conveying copies of public records. Fees shall not exceed the cost of locating, compiling, making available for inspection, preparing copy in paper, audio, computer disk, and delivering public records. All estimated fees and charges must be paid before public records will be made available for inspection or copies provided.
- (3) The Board shall notify a requestor of the estimated costs of making records available for inspection or providing copies of records to the requestor. If the estimated costs exceed \$25, the Board shall provide written notice and shall not act further to respond to the request unless and until the requestor confirms that the requestor wants the Board to proceed with making the public records available.
- (4) The Board shall charge 25¢ per page for the first 20 pages and 15¢ per page thereafter to cover the costs of photocopying or scanning and normal and reasonable staff time to locate, separate, photocopy, or scan and return document(s) to file and to prepare and transmit public record(s) to requestors. If, for operational or other reasons, the Board uses the services of an outside facility to photocopy or scan requested records, the Board shall charge the actual costs incurred.
- (5) "Page" refers to the number of copies produced. Staff will not reduce the copy size or otherwise manipulate records in order to fit additional records on a page, unless staff concludes that it would be the most effective use of their time. Consistent with ORS 192.240, all copies will be double-sided. A double-sided copy will be charged as two single pages.
- (6) Additional charges for staff time may be made when responding to record requests that staff determines to require more than the normal and reasonable time for responding to routine record requests. Staff time shall be charged at \$30 per hour, with a \$7.50 minimum.
- (7) The Board shall charge \$50 for a listing that contains registrants, certificate holders, and interns registered with the Board. Requests for formatting data will be charged as per subsection (6) of this rule.
- (8) Actual costs for delivery of records such as first class postage and courier fees.
- (9) The Board shall charge \$20 for certified copies.
- (10) The Board shall charge \$10 for compact discs containing requests.
- (11) The Board shall charge \$5 for each audio record transmitted by email.
- (12) The Board shall charge actual attorney fees for the cost of time spent by the attorney in reviewing the public records request for compliance with disclosure exemptions contained in ORS Chapter 192.



# Oregon

BOARD OF EXAMINERS  
FOR ENGINEERING &  
LAND SURVEYING

Office Use Only - ID #

Office Use Only - Date Received:

670 Hawthorne Avenue, SE  
Suite 220  
Salem, Oregon 97301

tel. 503.362.2666  
email: osbeels@osbeels.org  
Web: www.oregon.gov/osbeels

## Public Records Request

Requestor contact information			
First name	Last name (family name)	Number of copies requested	Date
Mailing address			Phone Number
City	State or province	Zip/Postal code	Email Address
Description of records requested (Please be specific. Detailed descriptions and proper document names may help reduce request fulfillment time.)			
Preferred method of delivery			
<input type="checkbox"/> I wish to arrange an opportunity to personally inspect the requested records.			
<input type="checkbox"/> I wish to receive copies of the requested records mailed to me.			
<input type="checkbox"/> I wish to receive electronic copies of the requested records.			
If returning by mail, please sign below. (Email confirmation is by electronic receipt)			
Signature			Date (Mo/Day/Yr)

## For Office Use Only

Review/Action		Fees	Request Completion	
Request forwarded to	Date	Pages copied _____ x .25 = _____	Request completed by	Date completed
Reviewer/Staff	Date	Pages copied _____ x .15 = _____	Date payment requested	Method of contact
Reviewer/Staff	Date	AAG hours _____ x _____ = _____	Date of record release	Method of release
		Staff hours _____ x _____ = _____		
		Media _____ x _____ = _____		
		Postage _____ x _____ = _____		
		Certified Copy _____ x _____ = _____		