

**PUBLIC RECORDS REQUEST APPLICATION**

FOR OFFICE USE ONLY

DATE OF RESPONSE: \_\_\_\_\_

DATE "FEE NOTE" SENT: \_\_\_\_\_

**OREGON BOARD OF ACCOUNTANCY**

Phone: 503-378-2262 Fax: 503-378-3575 E-mail: [joel.parks@oregon.gov](mailto:joel.parks@oregon.gov) Web Site: [www.oregon.gov/boa](http://www.oregon.gov/boa)  
Mail to: 200 Hawthorne Ave. SE, Suite D450, Salem, Oregon 97301

The Public Records Law expressly authorizes a public body to establish fees "reasonably calculated to reimburse the public body for the public body's actual cost of making public records available." ORS 192.440(4)(a). For a breakdown of the calculation of fees please refer to DAS statewide policy, number 107-001-030, Exhibit B: Statewide Standardized Fee-Schedule. <https://www.oregon.gov/das/Policies/107-001-030.pdf> A public body has the authority to charge a fee in excess of \$25 only if it first provides a written cost estimate to the requestor and receives confirmation that the requestor wants the public body to proceed with responding to the request. ORS 192.440(4)(c). A public body may require payment of the estimated cost prior to issuance of the records requested.

I HAVE READ THE ABOVE:  (Please initial)

**1** PLEASE PRINT OR TYPE

NAME	Last	First	Middle
<b>MAILING ADDRESS:</b> _____			
City:	State:	Zip Code:	County:
Residence Phone No.:		Business Phone No.:	
Fax No:	*E-Mail		

Please provide the Board of Accountancy with your current e-mail address to assure receipt of Board information.

**2** **INDICATE TYPE OF PUBLIC RECORDS REQUEST:**

Detailed explanation of your Public Records Request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**3** **INDICATE IF ONE OF THE FOLLOWING:**

Pick up at Accountancy Board office

Mail to your address (Mailing fees may apply)

E-Mail to: (If applicable) E-mail Address: \_\_\_\_\_

**4** **BOARD NOTIFICATION:**

If applicable, the Board of Accountancy (Board) will send you a Public Records Request Fee Notification (Fee Notification) indicating the estimated cost of your Public Records Request. Upon receipt of the Fee Notification you must sign for the estimated cost indicating that you would like the Board to proceed with making the public record(s) available and submit payment for the estimated fee indicated. Processing of your Public Records Request will begin once the Board receives the signed Fee Notification and payment of the estimated fees. The signed Fee Notification and payment MUST be returned to the Board office either in person, by US Postal Service, or by fax at 503-378-3575.

**Note:** If the actual cost of the Public Records Request exceeds the estimated fees paid; the requestor will be notified and required to submit the additional fee(s) prior to the release of the Public Records Request.

**5** **SIGNATURE OF REQUESTER:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_